

Schools

Individual Military Education and Training

**Headquarters
Department of the Army
Washington, DC
15 October 1987**

UNCLASSIFIED

SUMMARY of CHANGE

AR 351-1

Individual Military Education and Training

Not applicable.

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o

Effective 16 November 1987

Schools

Individual Military Education and Training

By Order of the Secretary of the Army:

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*General, United States Army
Chief of Staff*

Official:

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The Adjutant General*

History. This UPDATE printing publishes a revision that is effective 16 November 1987. Because the structure of the entire revised text has been reorganized, no attempt has been made to highlight changes from the earlier regulation dated 3 December 1986. This publication has been reorganized to make it compatible with the Army electronic publishing database. No content has been changed.

Summary. This regulation prescribes

policies and procedures for individual military education and training of Army personnel.

Applicability. This regulation applies to the Active Army, the Army National Guard, and the U.S. Army Reserve except where otherwise stated.

Proponent and exception authority. The proponent agency of this regulation is the Office of the Deputy Chief of Staff for Operations and Plans.

Impact on New Manning System.

This regulation does not contain information that affects the New Manning System.

Army management control process.

This regulation is subject to the requirements of AR 11-2. It contains internal control provisions but does not contain checklists, for conducting internal control reviews. These checklists are contained in DA Circular 11-87-2.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from HQDA (DAMO-TRI), WASH DC 20310-0450.

Interim changes. Interim changes to this regulation are not official unless they

are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (DAMO-TRI), WASH DC 20310-0450.

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*This regulation supersedes AR 351-1, 3 December 1986; AR 351-11, 1 January 1983; and AR 351-20, 15 November 1980.

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Chapter 1

Introduction

1-1. Purpose

This regulation—

- a.* Describes the U.S Army School System.
- b.* Establishes general provisions for the military education and individual training of all components of the Army in—
 - (1) Army, Joint, and Department of Defense schools.
 - (2) Schools of other Services and foreign countries.
 - (3) Civilian institutions.

1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. The Army School System

The Army School System is the principal source of individual military training and education for all Army personnel. Although most individual training is conducted in units, the majority of formal and resident training takes place in Army schools. A list of military schools and colleges is shown in appendix B. Proponent schools develop the following:

- a.* Programs of instruction (POIs).
- b.* Materials to cover resident and unit or extension training.

1-5. Mission

The mission of the Army School System is to—

- a.* Provide progressive and sequential leader training which prepares those leaders to execute the Army's operational doctrine in war or peace.
- b.* Support training research and system development.
- c.* Take part in the formulation of military doctrine.
- d.* Develop individual proficiency training which results in the award of a special skill identifier (SSI), a military occupational specialty (MOS), or an additional skill identifier (ASI).
- e.* Develop strategy for export of training programs to the unit level.
- f.* Promote the highest standard of professional military competence.

1-6. Scope

Army schools and colleges develop and execute education and training programs which assure that individuals are qualified for assignment to the duty position for which they may receive further training to full proficiency.

- a.* Army schools complete an individual training plan for the branch functional area (SSI, MOS, ASI) for which they are the Proponent. This training plan describes the critical tasks and the training/learning objectives that are needed to develop proficiency.
- b.* Army colleges are discussed in paragraph 3-6.

1-7. Functions

The functions of the Army service schools are as follows:

- a.* Develop training for soldiers and leaders which is progressive and sequential and is based upon the operational doctrine of the Army. In this capacity, the service schools generate—
 - (1) Doctrine and instruction in assigned areas of responsibility applicable to peacetime and mobilization training operations.
 - (2) Procedures and techniques for instruction of newly approved doctrine.
- b.* Develop training strategy and products needed to support the commandant's individual training plan (ITP). These include extension training materials (ETM), trainer's guides (TGs), soldier's manuals (SMs), military qualification standards (MQS) manuals, job books, and training support packages (TSP).
- c.* Provide training support to the Reserve Officers' Training Corps (ROTC), the National Defense Cadet Corps (NDCC) programs, Active Army units, the Army National Guard (ARNG) and U.S. Army Reserve (USAR), and other training activities as directed.
- d.* Provide training that is not available elsewhere, or that can be accomplished more economically than in units,

other Army installations, or civilian institutions. Such training will primarily be designed for teaching combat critical tasks.

e. Establish requirements for administrative and logistical support of a staff, faculty, or unit, or personnel assigned or attached to the school for duty.

f. Establish requirements for procurement, maintenance, and operation of adequate housing, academic buildings, equipment, training areas, training aids, training devices, and other authorized facilities.

g. Take part in the review of doctrine, organization, and equipment for which training responsibility has been assigned. This review will include developing training plans to support new items of materiel, new organizations, or new tactical and technical concepts.

h. Review and evaluate new or revised doctrine, tactics, and techniques prepared by other Army agencies or other Services.

i. Develop, distribute, review, and update pertinent instructional packets for other schools, when designated as the proponent school in a functional area.

j. Provide effective public and internal information programs. This includes publication of periodicals when authorized by AR 310-1.

k. Prepare and maintain long-range emergency mobilization plans.

l. Prepare and review Army-wide literature as prescribed in AR 310-3.

m. Provide training to authorized foreign students under AR 12-15.

n. Develop enlisted Individual Training Evaluation Program (ITEP) products, such as task tests in skill qualification tests (SQT) or common task tests (CTT) for MOS proponent.

o. Prepare, individual training plans (ITPs), course administrative data, and POIs as prescribed by TRADOC; update them as needed, and submit them to Commander, TRADOC, ATTN: ATTG-T, Fort Monroe, VA 23651-5000, for review or approval.

p. Provide POI, course lesson plans, outlines and other training materials for implementation in appropriate TRADOC schools, Army Training Centers, noncommissioned officer academies, U.S. Army Reserve Forces (USARF) schools, and USAR training divisions and brigades.

q. Support the conduct of research in training and leadership.

1-8. Eligibility

a. The following categories of personnel are eligible to attend Army schools and Defense schools operated by the Army:

(1) All Army military and civilian personnel.

(2) Active duty military and civilian personnel of the other Services.

(3) Reserve Component (RC) personnel of all Services.

(4) Military personnel—

(a) From foreign countries taking part in the Security Assistance Program.

(b) From other friendly foreign countries when such training is determined to be in the best interests of the United States.

(5) Personnel employed by non-Department of Defense (DOD) Government agencies and United States local and State government agencies, on a space available reimbursable basis, unless otherwise specified by formal agreement or directive.

(6) Civilian personnel of industrial or research organizations under contract to the U.S. Government when such training—

(a) Is not otherwise available.

(b) Is essential for fulfillment of the contract.

(7) Foreign civilian personnel (The Judge Advocate General's School, U.S. Army (TJAGSA)), by special arrangement.

(8) Dependents attending or auditing Army courses of instruction on a space-available basis. Permission must be obtained from the school commandant; approval will be based on the following parameters:

(a) No additional expense will be incurred by the U.S. Army because the dependent is in attendance. (Exception is spouse of command designee whose attendance at the Pre-command Course (PCC) is funded by Department of the Army (DA)).

(b) Training or education provided should not place the Army in a position of competing with a civilian training or education facility.

(c) "Non-Army dependents" attending Army schools should be charged user type fees. These fees will be consistent with AR 37-30, paragraph 1-7a(1), and are subject to the exemptions in AR 37-30, paragraph 3-3.

b. Policy and guidance for selection and assignment of personnel to Army schools or courses are in the following publications:

(1) AR 12-15.

- (2) AR 135-91.
- (3) AR 135-200.
- (4) AR 351-1.
- (5) AR 351-5.
- (6) AR 550-51.
- (7) AR 351-17.
- (8) AR 614-200.
- (9) DA Pam 351-4.
- (10) DA Pam 351-20.
- (11) DA Pam 600-3.
- (12) DA Pam 600-11.
- (13) AR 350-series and AR 600-series.

1-9. Student recognition

Student recognition, other than precommissioning training where policy is prescribed by separate regulation, will be governed as follows:

a. Diplomas and certificates.

(1) Diplomas containing complete course title and course identification number will be issued to all students on successful completion of the following:

- (a) Resident courses of 3 or more weeks in length.
- (b) Nonresident courses of 120 or more credits hours.

(2) Certificates will be issued for successful completion of courses of less duration than cited in (1) above.

(3) Diplomas and certificates of completion will include beginning and completion dates of the course and the number of class hours.

(4) Certificates may be issued at the discretion of the appropriate school commandant to other military personnel for constructive credit when equivalent knowledge has been demonstrated by tests or other appropriate means.

(5) Personnel awarded constructive or equivalent credit, as authorized by this regulation, will be considered for assignment, promotion, and other personnel actions on the same basis as resident students of the course concerned.

(6) Course completions will be entered in appropriate personnel records under AR 640-2-1, AR 640-10, and NGR 640-2-1.

(7) Diplomas and certificates issued will not reflect nonresident, USARF school, and so forth. They will contain only the title of the course, to preclude resident courses from being recognized more favorably than other courses.

(8) A DA Form 87 (Certificate of Training) will be issued in original copy only, under AR 672-5-1.

(9) No certificate of any sort will be issued for individuals failing to achieve course standards.

(10) Certificates of completion may be awarded to foreign military students under AR 12-15.

b. Academic recognition. The American Council on Education (ACE) evaluates resident and nonresident service school courses in terms of academic credit. Under AR 621-5, soldiers seeking academic recognition for service school courses will furnish documents specified in the ACE guide to the civilian school from which they want credit. AR 621-5 also provides for soldiers to receive transcripts documenting their military training and experience, along with the recommended college credit, under the registry transcript system. Civilian schools will decide on acceptance of ACE credit recommendations and hours to be credited. Army Education Center personnel, within the chain of command, will assist soldiers in obtaining recognition from civilian schools.

c. Recognition of skills training. Eleven Army service schools sponsor apprenticeship programs. Soldiers who complete all apprenticeship requirements will be awarded a Department of Labor Certificate of Completion of Apprenticeship. Procedures are found in DA Pam 621-200.

1-10. Student dismissal

On occasion, certain students must be dismissed from courses for other than academic reasons in order that Army training institutions can conduct efficient training.

a. To protect students from unfair or illegal practices, commanders of Army training institutions will establish precise procedures to determine whether students in the following categories should be dismissed from training:

(1) Students whose personal conduct is such that their continuation in the course is not appropriate. No formal adjudication of guilt by a military or civilian court or by a commander under Article 15 of the Uniform Code of Military Justice (UCMJ) is necessary to support dismissal under this paragraph.

(2) Students whose academic progress, demonstrated motivation, attitude, or conduct, although not cause for formal disciplinary action, come under one of the following categories:

- (a) Prejudicial to the interests of other students in the class.
- (b) Make it extremely unlikely that the student can successfully meet the standards established for graduation.

b. In establishing student dismissal procedures, the following considerations will be addressed:

(1) The right of the individual to due process, sufficient to protect his or her interests, recognizing that a board hearing is not necessary in every case.

(2) The need of the institution to dismiss students who require so much faculty attention to succeed that other students suffer unreasonably as a result.

(3) The needs of the Army to—

(a) Safeguard adherence to basic Army policy and standards.

(b) Maintain adequate audit trails of important personnel actions.

(4) Dismissal of ARNG personnel on full-time training duty (FTTD) and USAR personnel on initial duty for training (IADT), active duty for training (ADT), and Active Guard/Reserve (AGR) tours to be coordinated with the chief, National Guard Bureau (CNGB) or the Chief, Army Reserve (CAR), as appropriate.

(5) The provisions of this regulation apply as well to foreign military students. However, complete written reports will be submitted to HQ, U.S. Army Training and Doctrine Command (TRADOC), Security Assistance Training Field Activity (SATFA), Fort Monroe, VA 23651-5000 when dismissal of a foreign military student is contemplated. Final authority for dismissal of a foreign military student rests with the Commander, TRADOC in accord with AR 12-15.

1-11. Course information

a. DA Pam 351-4 is the official reference for formal courses offered at active U.S. Army schools and training centers. It includes the following:

(1) General course descriptions and information concerning course prerequisites, special administrative requirements, and training location.

(2) Descriptions of interservice training courses and DOD courses for Army personnel.

b. The Army Training Requirements and Resources System (ATRRS) is supplemented by DA Pam 351-4.

c. DOD 5010.16-C is the official reference for formal courses offered under the Defense Management Education and Training (DMET) Program. These courses—

(1) Address common concepts and common skills for management.

(2) Are developed jointly to meet the needs of all DOD agencies.

(3) Are presented at designated schools of all the Services.

d. DA Pam 351-20 outlines the correspondence course programs available through the Army Institute for Professional Development (AIPD) as well as the correspondence courses offered by Army and joint DOD schools which administer their programs independent of AIPD.

e. DA Pam 351-9 contains the schools' MOS training plan for enlisted training (initial entry training (MT) and the Noncommissioned Officer Education System (NCOES)). This plan will include a listing of resident courses by MOS. The courses listed will be those planned and operating, as well as those being developed.

f. TRADOC publishes a pamphlet that authorizes the TRADOC approved Reserve Component configured courses that are available to be taught to ARNG academies and USARF schools.

g. USAREUR publishes a pamphlet that is the official reference for formal courses offered in the U.S. Army, Europe (USAREUR). It is available from Cdr, 7A CATC, ATTN: AETTV-DPT-TD, Vilseck, GE APO NY 09112. This pamphlet includes NCOES courses offered in USAREUR and Seventh Army Combined Arms Training Center courses designed to supplement TRADOC courses or teach USAREUR-peculiar subjects.

1-12. Student evaluation.

a. *Evaluation forms.* In accord with AR 623-1, on completion of resident or nonresident career progression and professional development courses, students will be evaluated on DA Form 1059 (Service School Academic Evaluation Report), DA Form 1059-1 (Civilian Institution Academic Evaluation Report), or DA Form 1059-2 (Senior Service College Academic Evaluation Report) as appropriate. All entries will reflect the actual performance of the students. Students will be provided a copy of the report.

b. *Foreign students.* School personnel responsible for evaluating U.S. Army students will also prepare academic reports on foreign military students. Foreign military students are evaluated under AR 12-13 on DA Form 3288-R (Academic Report--Foreign Students Attending CONUS Service Schools).

1-13. Physical fitness and weight standards

a. Soldiers attending professional development courses must meet physical fitness and weight standards outlined in AR 350-15 and AR 600-9. Soldiers over 40 will be administered medical screening at local installations.

b. Students shown in the categories listed below must undertake remedial training and retesting before completion of the training cycle or course should they fail to attain minimum standards on the initial physical fitness test.

(1) Trainees in an officer candidate course (OCC) or the Warrant Officer Entry Course (WOEC).

(2) Officers undergoing their branch basic courses.

(3) Personnel in resident training courses 8 weeks or longer.

c. Individuals who attain the minimum acceptable score on each event and an overall passing test score will be graduated.

d. Those who fail to achieve the minimum passing score when retested will be recycled or considered for appropriate administrative action. The Academic Evaluation Report/(DA Form 1059/1059-1/1059-2) cited in paragraph 1-12 will indicate that the soldier is a nongraduate. The reason for the nongraduate status will be annotated as failure to successfully pass the physical training test or meet the weight standards of AR 600-9. USAR personnel, other than those an IADT status, will be governed by AR 140-1.

e. Physical fitness and weight standards do not apply to foreign students. These students may participate in physical fitness programs on a voluntary basis. Failure to achieve the minimum passing score on the physical fitness test will not be noted on the academic report. Voluntary participation and passing test score may be noted.

1-14. Selection for professional development courses

a. Selection of personnel for professional development courses must be done with the utmost care. Enrollment of an individual in a professional development course constitutes the following:

- (1) A considerable resource investment by the Army.
- (2) An excellent career opportunity and advantage for selected individuals.

b. Individuals must be chosen, therefore, on the basis of course prerequisites, demonstrated performance, mental capacity and aptitude, leadership ability (when appropriate to the course), self-discipline, and potential for enhanced professional contribution upon course completion.

c. In particular, individuals are expected to report for these courses in full compliance with the Army's standards of appearance, weight control, and physical fitness.

Chapter 2 Responsibilities

Section I Army Staff Responsibilities

2-1. General

Heads of Army Staff agencies will formulate overall policy governing military education and training of the Army.

2-2. Deputy Chief of Staff for Operations and Plans (DCSOPS)

The DCSOPS will—

- a. Formulate the overall policy governing training for the Army.
- b. Provide guidance and direction for operation of the U.S. Army War College (USAWC).
- c. Exercise General Staff responsibility for the following:
 - (1) Developing and managing policies and programs for individual and unit training for the Active Army, the Army National Guard, and the Army Reserves.
 - (2) Planning, executing, and managing foreign military training programs under AR 550-51.
 - (3) Developing and managing policies and programs for individual training and education. This includes implementation and execution of the Military Qualification Standards I and II, ITEP, and physical training conducted in the following:
 - (a) Schools.
 - (b) Colleges.
 - (c) NCOAs.
 - (d) Training centers.
 - (e) Units.
 - (4) Developing policy for direction of education and training in civilian, industrial, and other institutions.
 - (5) Developing policy for directing course length and selection for attendance of the Master Warrant Officer Course (MWOC).
 - (6) Establishing military education and training systems for RC personnel, together with the CNGB and the CAR. ARNG personnel will follow regulations issued by the CNGB.
- d. Establish Army individual training requirements in those areas for which the DCSOPS is proponent and coordinate requirements of other proponent agencies. The DCSOPS also will monitor, review, and validate all common military education training requirements of proponent agencies.
- e. Coordinate with the DCSPER on development of Army Continuing Education System (ACES) policies and programs that support military education and training programs. This coordination will ensure the following:

- (1) Compatibility.
- (2) Logical integration.
- (3) Appropriate prioritization.
- f. Act as DA executive agent for the following:
 - (1) Defense Foreign Language Program.
 - (2) Defense Information School (DINFOS).
 - (3) Defense Systems Management College (DSMC).
 - (4) National Defense University (NDU).
- g. Coordinate with the Assistant Secretary of the Army (Manpower and Reserve Affairs), the Deputy Chief of Staff for Intelligence, OCAR, CNGB, and the Commanding General, U.S. Army Military Personnel Center (MILPERCEN) on key policy issues governing military education and training.
- h. Have General Staff responsibility for the in-country training phase of the Foreign Area Officers (FAO) Program. This includes the following:
 - (1) Managing, coordinating, reviewing, and monitoring all administrative and operational aspects of FAO training.
 - (2) Budgeting.
- i. Act as DA point of contact (POC) for the following:
 - (1) Defense Computer Institute.
 - (2) Defense Systems Management College.
 - (3) Defense Military Education and Training Courses.
 - (4) National Defense University.
 - (5) Interservice Training Review Organization (ITRO).
- j. Represent Headquarters, Department of the Army (HQDA) on school training matters to the Secretary of Defense; this representation will exclude advanced civil schooling.
- k. Provide DA members for the Defense Management Education and Training Board.
- l. Act as the DA proponent to manage training issues through the Planning, Programming, Budgeting, and Execution System (PPBES). Exceptions will be made for programs specifically assigned to other agencies for management.
- m. Act as the HQDA POC for participation in the National Cryptologic School. Technical adequacy of cryptologic training is the responsibility of the Director, National Security Agency/Chief, Central Security Service (DIRNSA/CHCSS) as outlined in DOD 52110.70.

2-3. Deputy Chief of Staff for Personnel (DCSPER)

The DCSPER will—

- a. Exercise General Staff responsibilities for the following:
 - (1) Developing and administering a personnel management system in coordination with appropriate agencies.
 - (2) Developing policy for direction, control, and approval of the curriculum of the following:
 - (a) U.S. Military Academy (USMA)
 - (b) U.S. Military Academy Preparatory School (USMAPS).
 - (3) Developing plans, policies, and programs for the administration of the following:
 - (a) Senior ROTC (SROTC).
 - (b) Junior ROTC (JROTC).
 - (c) National Defense Cadet Corps (NDCC).
 - (4) Developing policy for direction, control, and operations of ACES and Army learning centers.
- b. Supervise the MILPERCEN in the following:
 - (1) Allocation of quotas for professional development and skill progression and training courses for Active Army personnel.
 - (2) Administration of the Officer Candidate School Program.

2-4. Deputy Chief of Staff for Intelligence (DCSI)

The DCSI will—

- a. Assist the DCSOPS in developing policy and other matters related to Foreign Language, Opposing Force (OPFOR), the Foreign Area Officer Program, the National Cryptologic School, and institutional and forces intelligence training.
- b. Advise appropriate Army Staff agencies on technical aspects of the following:
 - (1) Institutional and forces intelligence training.
 - (2) Intelligence-related matters.
 - (3) Institutional and Forces Foreign Language Training.
- c. Monitor the development of the Consolidated Cryptologic Program (CCP) to ensure the submission of requirements for training and training development support of the new Major Force Program 3 CCP Systems.

- d.* Coordinate selected individual intelligence training conducted by other services and Government agencies for the Army.
- e.* Act as the HQDA point of contact for participation in the Defense Intelligence College.

2-5. The Surgeon General (TSG)

TSG has Army Staff responsibility for health professional education and training for the Army. In addition, TSG will—

- a.* Exercise overall supervision of clinical and technical training of Army Medical Department (AMEDD) personnel.
- b.* Control quotas and select AC AMEDD officers, warrant officers (WOs), and certain enlisted personnel to attend designated schools and courses.
- c.* Develop other general training requirements for AMEDD personnel in coordination with other Army proponents.
- d.* Develop, coordinate, and monitor programs for training foreign nationals in AMEDD schools and facilities.
- e.* Exercise command and control over the U.S. Army Health Professional Support Agency (USAHPSA) in accomplishing health education and training functions specified in AR 10-54.
- f.* Coordinate with the Office of the Chief, Army Reserve (OCAR) and CNGB for training of RC personnel.

2-6. The Judge Advocate General (TJAG)

TJAG is responsible for professional legal training for the Army. In Addition, TJAG will—

- a.* Supervise education and training of commissioned officers and WOs of the Judge Advocate General's Corps (JAGC).
- b.* Supervise The Judge Advocate General's School, U.S. Army and control the flow of personnel into the school.
- c.* Develop, together with the DCSPER, OCAR, CNGB, and the CG, TRADOC, Active Army training requirements in the field of military law.
- d.* Administer the Funded Legal Education Program under AR 351-22.

2-7. Chief of Engineers (COE)

The COE will provide for new equipment training (NET) under AR 350-35.

2-8. Chief, National Guard Bureau (CNGB)

The CNGB, through the Director of the Army National Guard, is responsible for military education and training concepts, policies, and programs for personnel and units of the ARNG in coordination with HQDA. In addition, the CNGB will—

- a.* Establish peacetime military education prerequisites in appropriate Army National Guard (ARNG) regulations, except for criteria-prescribed in AR 135-155.
- b.* Establish peacetime IADT requirements for Army school MOS-producing courses for the ARNG.
- c.* Establish peacetime ARNG training requirements for Army school courses.
- d.* Select ARNG personnel to attend Arm and DOD schools based on National Guard Bureau (NGD) policy.
- e.* Develop NG aviation training policies and procedures with the Army Staff. Develop the NG aviation budget.

2-9. Chief, Army Reserve (CAR) The CAR will—

- a.* Participate with heads of other HQDA agencies in developing DA policies, programs, and actions affecting the USAR.
- b.* Advise heads of other Army Staff elements on USAR matters.
- c.* Supervise timely and adequate implementation and execution of approved plans, policies, and programs pertaining to the USAR.
- d.* Coordinate with the Commanding General, Forces Command (CG, FORSCOM), the DCSOPs, and the DCSPER to recommend, establish, and promulgate policies and standards for training USAR—
 - (1) Troop Program Unit (TPU) members.
 - (2) Members of the Individual Ready Reserve (IRR).
- e.* Assist in program development and selection of USAR units and personnel for other than continental United States (CONUS) training programs.
- f.* Recommend policies and standards to support the USAR in training media, literature, exhibits, simulators, devices, and training technology.
- g.* Coordinate with the Army Staff in developing USAR aviation training policies and procedures. Develop the USAR aviation budget.
- h.* Plan, program, and conduct DA-approved special training activities of the Reserve, Conseil International du Sport Militaire. These activities include marksmanship, Confederation of Interallied Officers of Reserve, Conseil International de Sport Militaire, modern pentathlon, and triathlon.
- i.* Serve as the proponent for the U.S. Army Reserve Forces (USARF) School Program. Monitor operation of USARF schools in CONUS and outside the continental United States (OCONUS).

- j. Supervise planning, programming, and budgeting systems aspects of military training and education programs for the USAR.
- k. Develop service school training requirements for USAR IADT and prior service training (PST).
- l. Supervise military education and training concepts for the USARF school unit program.
- m. Provide policy and procedures for the development of in-service training requirements and quota management for USAR personnel.
- n. Provide policy procedures, and standards for training of USAR, AGR program participants.
- o. Conduct DA Selection Boards for professional development courses under DA policy for Reserve personnel.

2–10. Heads of other Army Staff agencies

Heads of other Army Staff agencies will provide technical guidance and assistance to the training agencies in areas for which they are assigned staff responsibility by AR 10-5.

Section II

Command Responsibilities

2–11. Commanding General, U.S. Army Training and Doctrine Command

The CG, TRADOC will—

- a. Be responsible for the following:
 - (1) U.S. Army Command and General Staff College (USACGSC).
 - (2) Army training centers and schools listed in appendix B.
 - (3) Operation of the Army Institute for Professional Development (AIPD) as a consolidated facility to centrally administer and manage the Army Correspondence Program.
- b. Maintain administrative control over certain DOD schools operated by the Army.
- c. Conduct and manage Army training of foreign military personnel in CONUS.
- d. Ensure the development and production of all Enlisted Personnel Management System (EPMS) material required to support training.
- e. Develop and provide, in coordination with the CG, FORSCOM, training programs, curriculum, and instructional materials to support the following:
 - (1) ARNG schools.
 - (2) USARF schools.
 - (3) Training divisions and brigades.
 - (4) Other ARNG and USAR units.
- f. Designate appropriate schools under his or her command as proponents for selected training subjects.
- g. Approve POIs of all Army schools in CONUS and OCONUS to ensure compliance with established and developing policies. (Exceptions are USAWC, AMC, the Academy of Health Sciences, U.S. Army (AHS), USACIDC, and TJAGSA.) In accomplishing this responsibility, the CG, TRADOC will—
 - (1) Serve as the Army member of the Interservice Training Review Organization Executive Board.
 - (2) Approve the Training Requirements Analysis System/Individual Training Plan.
 - (3) Coordinate changes in course prerequisites and start dates with MILPERCEN, ARPERCEN, and NGB at least 5 months in advance. This will—
 - (a) Ensure personnel availability and distribution.
 - (b) Preclude voiding enlistment contracts.
 - (4) Review proposed—
 - (a) Changes in course prerequisites, curriculum, and course length.
 - (b) Additions and deletions for training conducted at DOD schools under control of the Army and forward recommendations to HQDA (DAMO-TRI), WASH DC 20310-0450. A 6-month notice is required for course changes.
 - (5) Monitor the cumulative impact of POI changes to ensure equitable distribution of resources among TRADOC schools and training centers.
 - (6) Notify the following of significant changes in course length, modifications, and establishments: HQDA, (DAMO-TRI); MILPERCEN (DAPC-OP), 200 Stovall Street, ALEX VA 22332-0400; the NGB; HQDA (DAAR-TRS); and ARPERCEN. In cases where a course change results in a change of status from temporary duty to permanent change of station (PCS), or vice versa, or when the change has a major impact on major Army command (MACOM) funding requirements, the CG, TRADOC will first obtain approval of the change from MILPERCEN for Active Component (AC) personnel, and from ARPERCEN and NGB for RC personnel. The CG, TRADOC also will obtain approval from HQDA (DAMO-TR) for course eliminations that would have Army-wide implication.
- h. Develop, validate, and verify task lists, training support packages, and support materials for the MQS I (precommissioning training) and MQS II (lieutenants training) systems.

- i. Approve critical task lists and POIs for the Warrant Officer Entry Course and TRADOC Common Core modules of Senior and Master Warrant Officer Training.
- j. Manage the application of MQS I in ROTC and OCS and coordinate with the Superintendent, USMA for the application of MQS I at the United States Military Academy.
- k. Consult with the NGB and HQDA (DAAR-TRS) on scheduling courses that are conducted where the preponderance of students are ARNG or USAR personnel.
- l. Command and manage ROTC and NDCC activities; exceptions will be those functions and responsibilities retained by HQDA.
- m. Solicit individual training requirements under AR 350-10.
- n. Review, publish, distribute, and monitor administration of ITEPs.
- o. Identify unit training capability for those MOSs trained by on-the-job training (OJT) during the advanced individual phase training of IET. This information will be used to identify training locations for the following fiscal year. Changes in capability will be—
 - (1) Assessed as they occur.
 - (2) Discussed with MILPERCEN (DAPC-EPT) to prevent broken enlistment contracts or shortfalls in the training program.
- p. Exercise administrative responsibility for the following:
 - (1) Supervising, managing, operating, funding, and controlling the Defense Language Institute/Foreign Language Center (DLI/FLC) and DINFOS.
 - (2) Ensuring that appropriate linguist MOS ITEPs include requirements for demonstrating linguistic proficiency.
 - (3) Programming and budgeting expenses for printing and publishing language aptitude and proficiency tests to be used throughout the DOD, together with the Soldier Support Center National Capital Region (USA SSC-NCR (ATZI-NCO-SA)), 200 Stovall Street, ALEX VA 22332,
- q. Command and control training development and instruction through the Commanders of the U.S. Army Training Centers (ATCs), and of the integrating centers, Commander, U.S. Army Combined Arms Center (CAC), U.S. Army Logistics Center (LOGCEN), and the U.S. Army Soldier Support Center (SSC) which are responsible for establishing and maintaining an integration and standardization program that evaluates the following:
 - (1) Effectiveness of graduates from Army schools preparing individuals for combined arms, logistics, and personnel support staff positions at divisions and above.
 - (2) Sufficiency of interactive doctrine for combined arms, logistics, and personnel contributions, to the Airland Battlefield.
 - (3) Applicability of ideas and lessons learned from joint exercises and the National Training Center (NTC) to the rest of the operation force: a primary function of the Center for Army Lessons Learned (CALL).
- r. Commanders, ATCs have the responsibility for determining the quality of training and testing and the effectiveness of their graduates by participating in proponent branch school training team visits to operational units.
- s. Assemble and maintain for the Army a current record of all DOD-common and unique training requirement programs under Army cognizance.
- t. Provide facilities for the use of other DOD components for cryptologic training that can be effectively and efficiently conducted on a consolidated basis.
- u. Ensure compliance of appropriate security directives that pertain to special clearance requirements for all personnel assigned cryptologic/SIGINT training and curriculum development duties.
- v. Ensure technical adequacy is achieved by coordinating cryptologic course content documents with the NSA/CSS.
- w. Administer, review, publish, distribute, and monitor the training products within the MQS system of training for officers.

2-12. School commandants

School commandants will—

- a. Furnish personnel, funds, facilities, and other resources for support of annual Army school training requirements.
- b. Program training requirements, schedule classes, publish consolidated class schedules, and adjust training loads to meet changing requirements, capabilities, and budgetary considerations.
- c. Conduct internal and external evaluations to determine the quality of training, effectiveness of graduates, and the appropriateness of training support materials, doctrine, and organizational support structure to ensure progressive and sequential training that eliminates unnecessary redundancy and ensures that officer, warrant officer, and NCO training is linked and mutually supportive of each other.
- d. Conduct long range planning to forecast training needs, identify associated resource requirements, and program and acquire resources. TRADOC schools will use the Training Requirements Analysis System (TRAS) to integrate long range planning and training development (Systems Approach to Training (SAT)) with resource management systems to satisfy training needs.

- e. Develop concurrently with resident training ACCP courses designed to meet the needs and objectives of doctrine, tactics, and new equipment systems. Ensure that these courses are effective, current, and revised as required.
- f. Develop concurrently with resident training Reserve Components configured courseware (RC3) for presentation by USARF schools, and ARNG/academies to ensure that training for RC personnel reflects current doctrine, tactics, and equipment systems. Ensure that RC3 is effective, current, and revised as required.
- g. Develop ACCP materials. Schools and activities must have TRADOC Approval before developing ACCP materials for systems and functional subjects outside their area of responsibility. Non-TRADOC school approval must be obtained for use of material for which they are proponent.
- h. Provide training under approved branch proponent POIs; developed and submitted to Headquarters (HQ) TRADOC (ATTN: ATTG-M), Fort Monroe, VA 23651-5000 for approval. Exceptions to this policy are listed below.
 - (1) *DINFOS POIs*. Approval authority for DINFOS POIs rests with the Office of the Assistant Secretary of Defense (Public Affairs). These POIs will be sent to the Secretary of the Army (Office of the Chief of Public Affairs).
 - (2) *AMEDD courses*. Approval authority rests with TSG for--
 - (a) All AMEDD courses.
 - (b) Course changes that would require additional resources or modify course prerequisites, purpose, or length.
 - (3) *TJAGSA*. The Commandant, TJAGSA approves POIs for legal education courses.
 - (4) *USAWC curriculum*. The curriculum for the USAWC is developed by the Commandant and forwarded to the Office of the DCSOPS, HQDA (DAMO-SSP), WASH, DC 20310-0420 for review. The Commandant, USAWC and the CG, TRADOC will coordinate the curriculum to ensure that the overall education program and doctrine are consistent within the Army.
 - (5) *U.S. Army Criminal Investigation Laboratory Center (USACILC)*. In accord with AR 195-2, paragraph 6-2, Criminal Investigation Activities, the CG, U.S. Army Criminal Investigation Command executes overall supervision over the Army crime laboratory system. The Commander, USACILC will—
 - (a) Operate the Criminal Investigation Laboratory.
 - (b) In conjunction with USACIDC, approve the POI for courses offered by the laboratory.
 - (c) In coordination with the USACIDC and CG, MILPERCEN process applications for attendance. AR 195-3, Acceptance and Accreditation of Criminal Investigative Personnel, governs acceptance into USCIDC, a prerequisite for crime laboratory training.
 - (6) *U.S. Army Materiel Command (AMC) schools curriculums*. POIs for AMC schools curriculums are approved by the CG, AMC.
 - (7) President, NDU, is the final approving authority for curriculum.
 - (8) Director, DSMC approves POIs and curriculum.
 - (9) Commandant, DLI approves POIs.
 - i. Report completions of all resident courses outlined in chapters 5, 6, and 7 and resident courses at military schools attended by enlisted soldiers shown in appendix B to the Army/American Council on Education Registry. Transcript System (AARTS) Operations Office, ATTN: ATZL-GPE-A, Fort Leavenworth, KS 66027-5010. Data should be reported for active duty soldier members who successfully completed courses on or after 1 October 1981. Transcripts will be generated showing course completions and the associated recommended college credit. Commandants will obtain the course completion reporting format from the AARTS Operations Office.
 - j. Ensure that copies of all current POIs for resident courses are provided to HQDA, ATTN: DAPE-MPE, ALEX VA 22331-0316 for evaluation of recommended college credit by the Center for Adult Learning and Educational Credentials. All POIs will include the designated Army Training Requirements and Resources System (ATRRS) course numbers.

2-13. Commanding General, U.S. Army Materiel Command (AMC)

The CG, AMC will—

- a. Be responsible for the following:
 - (1) U.S. Army Logistics Management Center.
 - (2) U.S. Army Management Engineering Training Activity.
 - (3) Joint Military Packaging Training Center.
 - (4) U.S. Army Defense Ammunition Center and School.
- b. Provide management training in industrial or business type activities of the CONUS Wholesale Logistics System.
- c. Provide for NET under AR 350-35.
- d. Function as the quota control agency for Defense Management Education and Training Program courses.
- e. Ensure that all aspects of new intelligence training requirements are properly addressed and funded according to procedures and policies outlined in AR 1000-1.
- f. Coordinate with DCSI, INSCOM, and TRADOC to evaluate cryptologic/signal intelligence (SIGINT) training requirements related to tactical cryptologic and national SIGINT systems (when the Army is designated as the system's developer).

- g. Ensure that curriculum development for new tactical intelligence equipment acquisitions is accomplished in accordance with AR 1000-1.
- h. Exercise administrative responsibility for supervising, managing, operating, and controlling DSMC.
- i. Provide materiel acquisition review and analysis of the Project Management Development Program.

2-14. Commanding General, Forces Command (FORSCOM)

The CG, FORSCOM will—

- a. Participate with CAR and Director, ARNG National Guard Bureau in developing in-service training requirements for all formal school training for RC personnel assigned to RC units.
- b. Assist the CG, TRADOC, as required, in identifying sufficient capacity to accomplish the OJT requirement.
- c. Provide instructional equipment and materiel support to RC units through Training Support Centers (TSC).
- d. Supervise training of the Reserve Components.
- e. Supervise military education and individual training for RC unit members, together with the CAR and Director, ARNG National Guard Bureau.
- f. Serve as quota manager for selected school courses at FORSCOM installations.
- g. Supervise assigned NCOAs.
- h. Monitor cumulative impact of POI changes to ensure equitable distribution of resources among FORSCOM NCOAs.

2-15. Commanding General, U.S. Army Health Services Command (CG, HSC)

The CG, HSC has command and control of the Academy of Health Sciences. The Army Health Services Command executes the systematic and progressive education of AMEDD officers, WOs, NCOs, and enlisted personnel in the field of health science.

2-16. Commanding General, U.S. Army Information Systems Command (USAISC)

The CG, USAISC will—

- a. Provide for NET under AR 305-35.
- b. Coordinate with the DCSOPS, the DCSPER, the CG, TRADOC, and the Commander, U.S. Army Signal School in providing individual training to meet special needs unique to USACC.

2-17. Commanding General, U.S. Army Military Personnel Center (MILPERCEN)

Under the General Staff supervision of the DCSPER, the CG, MILPERCEN will—

- a. Control the flow of selected personnel into Army schools and training centers.
- b. Select personnel for attendance at certain Army schools, non-Army schools, and training centers.
- c. Administer the Civil Schooling Program.
- d. Develop Active Army training requirements for Army school specialized skill and professional military education courses, together with the DCSOPS, the DCSPER, and MACOM commanders.
- e. Administer the Active Component (AC) Officer Candidate School (OCS) Program.
- f. Provide administrative support for the ROTC and NDCC programs; administers branch and basic entry specialty selection and ADT selection programs for ROTC graduates.
- g. Host the annual Branch Officer Basic Course (BOBC) Scheduling Conference, together with the Office of the Deputy Chief of Staff for Operations and Plans (ODCSOPS), the ODCSPER, the Office of the CNGB, Army Reserve Personnel Center (ARPERCEN) and TRADOC.
- h. Validate training requirements for ASIs, special qualification identifiers (SQI), NCOES, and functional training courses for Active Army personnel.
- i. Formulate policy governing the Academic Evaluation Reporting System (see AR 623-1) for officer and enlisted students.
- j. Serve as proponent for AR 611-6 carrying out the following:
 - (1) Developing personnel management systems and procedures for the operation of the Army Linguist Program.
 - (2) Coordinating with ODCSPER, OACSI, and users in developing and managing a career program, based on Army-wide requirements, for WOs and enlisted linguist personnel. This program will allow individual progression to grade CW4 and SGM.
 - (3) Evaluating operation of the Army Linguist Program and use of language tests.
 - (4) Coordinating and providing information to the Services on the introduction and use of new foreign language tests and testing procedures.
 - (5) Programming and budgeting for all expenses for printing and publishing language aptitude and proficiency tests to be used throughout DOD.

2-18. Commander, U.S. Army Reserve Personnel Center (ARPERCEN)

Under the supervision of the CAR, the Commander, ARPERCEN will—

- a.* Develop USAR in-service training requirements for all formal school training for USAR personnel assigned to the IRR or Active Guard/Reserve programs.
- b.* Coordinate with FORSCOM in developing USAR in-service training requirements for USAR personnel assigned to TPU units.
- c.* Supervise military education and training for IRR members.
- d.* Serve as the USAR quota manager for selected school courses.

2-19. Commanding General, U.S. Army Intelligence and Security Command (INSCOM)

The CG, INSCOM will—

- a.* Provide management of, and liaison for, the U.S. Army Russian Institute.
- b.* Maintain liaison with and assist TRADOC to ensure effective technical proficiency of initial entry training (IET) graduates.
- c.* Provide the necessary interface between HQDA and NSA/CSS to identify the training requirements generated by NSA-developed strategic cryptologic/signals intelligence systems.
- d.* Coordinate with TRADOC to identify training developments that are necessary for the support of new Program III systems. This training information will be included in the Army's annual CCP submissions.

2-20. Commanding General, U.S. Army South (USARSO)

The CG, USARSO will supervise assigned NCOAs.

2-21. Commanding General, U.S. Army Pacific Command (USARPAC)

The CG, USARPAC will supervise assigned NCOAs.

2-22. Commander In Chief, U.S. Army, Europe, and seventh Army (USAREUR)

The CINCUSAREUR will supervise assigned NCOAs, and the USAREUR First Sergeant (1SG) course.

2-23. Commanding General, Eighth United States Army (EUSA)

The CG, EUSA will supervise assigned NCOAs.

2-24. Commanding General, U.S. Army Criminal Investigation Command (USACIDC)

The CG, USACIDC will operate the U.S. Army Criminal Investigation Laboratory at Fort Gillem, GA to administer and manage the training and professional development of all USACIL Laboratory technicians.

Chapter 3 Commissioned Officer Education System

3-1. General

a. During normal career progression, commissioned officers will be required to attend military schools and courses of instruction, and to complete required correspondence studies. Officer schooling normally is sequential, with successful completion at one level of schooling a prerequisite for attendance at the next higher level. However, this requirement may be waived in special cases.

(1) The Army minimum educational goal for commissioned officers is to attain an undergraduate degree. Officers are encouraged to get a graduate degree. The graduate degree may be in either of the following:

- (a)* A discipline that supports their branch and/or functional areas or supports universal officer proficiencies.
- (b)* A discipline determined by the AMEDD Educational Requirements Review Committee (AR 351-3).

(2) Requirements exist for officers with degrees above the baccalaureate level as determined by the AMEDD Educational Requirements Board (AERB) or the AMEDD Educational Requirements Review Committee. If officers with appropriate degrees are unavailable to fill these requirements, qualified officers may be educated at the graduate level to fill the established requirements.

b. Officers are automatically considered for assignment to skill progression courses in their designated specialties and to staff colleges and senior service colleges as they reach the appropriate zone of eligibility. Officers may apply for either of the following:

(1) Specialized schooling when interest or aptitude is a factor in selection or when attendance is restricted to volunteers.

(2) Attendance at courses conducted to provide knowledge or skills required for a specific assignment or specialty under provision of the Officer Professional Management Systems (OPMS).

c. Prerequisites for attendance at or enrollment in appropriate resident, or nonresident courses by ARNG or USAR officers will approximate those for Active Army officers. However, prerequisites may be modified or waived by the CNGB or the CAR, in coordination with the DCSPER and the DCSOPS.

3-2. Precommission

Precommissioning programs are varied and complementary. Responsibility for administration of these programs is reviewed in chapter 2.

a. *U.S. Military Academy Preparatory School (USMAPS)*. The mission of USMAPS is to provide instruction and training to qualify active duty candidates for entrance to the USMA. The USMAPS is under the jurisdiction of the DCSPER and coordinates directly with the Superintendent, USMA.

b. *JROTC and NDCC programs*.

(1) The JROTC and NDCC programs are operated at public and private secondary educational institutions. These programs are designed—

(a) For physically fit students attending participating education institutions.

(b) To enhance citizenship traits.

(2) These programs provide unique educational opportunities for young citizens through participation in a federally supported course of instruction, while simultaneously pursuing a normal civilian education. Both courses of instruction are structured identically.

(3) Completion of JROTC permits the student to be granted advanced standing in the Active Army, ARNG, or USAR. The JROTC Program has an added benefit in that the student may be given advanced placement in SROTC.

(4) For the NDCC, cost of uniforms is borne by the cadet or host institution, with instructor salaries being paid by the institution.

c. *U.S. Army ROTC Cadet Command (USAROTCCC)*. The mission of USAROTCCC is to commission the future officer leadership of the U.S. Army via 2-, 3-, and 4-year curriculums. USAROTCCC affords college students the opportunity to serve the Nation as commissioned officers in the Active Army, National Guard and Army Reserve components.

d. *U.S. Military Academy (USMA)*. The mission of the USMA is to educate, train, and motivate the corps of cadets so that each graduate will have the character, leadership, and other attributes essential to progressive and continuing development through a career of exemplary service to the Nation as an officer of the Regular Army.

e. *Officer Candidate School (OCS)*. The Branch Immaterial Officer Candidate Course is conducted by the Commandant, U.S. Army Infantry School, Fort Benning, GA. The school trains selected personnel in the fundamentals of leadership and basic military skills, instills in them the professional ethic, evaluates their leadership potential, and commissions those who qualify as second lieutenants in the Active Army, National Guard, and Army Reserve components. OCS also serves as a basis for expansion of officer candidate training if mobilization occurs.

f. *Military Qualification Standards (MQS) I*.

(1) USMA cadets, SROTC cadets, and officer candidates will satisfactorily perform to standards all tasks contained in the Military Qualification Standards I manual prior to commissioning.

(2) MQS I is composed of a Military Tasks Component and a Professional Military Education Component.

(3) The Military Tasks Component presents basic soldiering skills that cadets and candidates must master before they are commissioned. These tasks which consist of knowledge and skills are fundamental to the military profession and are the basis for future professional growth in the Army.

(4) The Professional Military Education Component requires the candidate for commissioning to—

(a) Possess a baccalaureate degree (may be deferred for OCS candidates to 10th year of commissioned service).

(b) Complete, prior to commissioning, required college courses in written communications, human behavior, and military history.

(5) MQS I training is supported by an MQS I manual which describes these requirements. Cadets and candidates will receive the MQS I manual during precommissioning training. MQS I is also supported by Training Support Packages which are developed for use by instructors to present standardized instruction.

g. *ARNG officer candidate training*. Operation of ARNG officer candidate programs is governed by regulations issued by the CNGB.

3-3. Branch and functional area schools

Missions of Army branch and functional area schools are to—

a. Prepare commissioned officers and WOs to perform the principal functions associated with their basic branch, functional area, and/or area of concentration.

b. Develop and stimulate standards of performance for instruction and training in all administrative, technical, managerial staff, or command functions.

c. Support the conduct of research.

d. Take part in the following:

- (1) Formulation of doctrine.
- (2) Development of procedures, tactics, and techniques for application of approved doctrine in operation and training of units and organizations as directed.
- e. Support the training goals outlined in Military Qualification Standards II.

3-4. Branch training

Branch schools are designed to develop doctrine and training literature. They produce branch-specific task lists in supporting MQS II and write training support packages for MQS II. They also serve as repositories for historical awards, trophies, memorabilia, and other artifacts and recognitions pertaining to the school's arm or Service when designated as the "home" of an arm or Service. These schools also provide the courses discussed below.

a. *Officer Basic Courses (OBC)*

(1) Basic courses prepare newly commissioned officers for their first duty assignments at the section or platoon level. Focus of instruction must be provided at the platoon level, including an emphasis on training and employing individuals, teams, squads, and crews. The courses also include sufficient instruction at the company level to provide officers with an understanding of the environment of the company, including its tactics, organization, and administration.

(2) RC Officer Basic Courses—

(a) Prepare RC officers not on active duty for assignment at platoon level.

(b) Provide an understanding of company tactics, organization, and administration.

(3) As soon as possible after entry on active duty, newly commissioned officers will attend the OBC. ARNG and USAR officers will attend the OBC as prescribed by the CNGB or the CAR.

(a) The CG, MILPERCEN may waive the requirement for attendance at the OBC for Active Army personnel based on any of the following:

(b) Waivers will be processed in accord with procedures explained in paragraph 3-8.

b. *Military Qualification Standards (MQS) II.*

(1) MQS II guides the professional training and education of officers in the grade of lieutenant.

(2) MQS II begins when an officer is commissioned and enters a branch officer basic course. The curriculum for MQS II concentrates on the military tasks lieutenants must master in order to effectively lead, train, maintain, fight and deploy their units in combat.

(3) MQS II is supported by an MQS II Manual of Common Tasks, MQS II branch manuals, and a Commander's and Supervisor's guide. These manuals provide both common and branch-specific knowledge and skills that qualify lieutenants for service in their branch. Lieutenants will receive these manuals at OBC.

(4) MQS II consists of—

(a) Military Tasks Component of both common and branch-specific knowledge and skills.

(b) Professional Military Education Component that includes a directed professional reading program.

(5) MQS II furnishes a blueprint for lieutenants' training in both the OBC and the unit. The Commander's and Supervisor's Guide serves as a tool for commanders and supervisors to use in administering a professional training and development program. There is no requirement for formal certification of MQS II task performance. The MQS II program provides standardized training guidance for lieutenants' professional development.

c. *Officer Advanced Courses (OACs).*

(1) OACs—

(a) Produce a tactically and administratively competent company, troop, or battery commander who can train as well as command a unit.

(b) Prepare officers for duty at the battalion or squadron level and familiarize them with duties at the brigade level.

(2) Advanced courses are offered in resident and non-resident USARF modes except for TJAGSA, Chaplain School, and AHS. Courses include a refresher on platoon and squad level and ample instruction at company/battalion level. Combat support (CS) and combat service support (CSS) schools will include instruction designed specifically to prepare officers to perform specialty duties at battalion through brigade or comparable levels.

(3) Career officers normally will attend a resident OAC—

(a) As soon as practicable after promotion to captain.

(b) As soon as possible after completing 4 years of active Federal commissioned service.

(4) Qualified ARNG or USAR officers may enroll in the OAC upon completion of OBC, but must enroll prior to completing 8 years' total commissioned service.

(5) ARNG and USAR officers who enroll subsequent to the time frames in (4) above must have a waiver. This waiver must be granted by the unit commander, or by the CG, ARPERCEN for IRR members. Officers in these categories may be considered for constructive credit by HQDA (DAAR-TRS).

(6) The DCSOPS reserves the right to waive completion of resident OAC.

3-5. Functional area/skill training

a. Functional training is designed to supplement institutional and unit training. The purpose of functional training is to—

- (1) Prepare officers for a special unit.
 - (2) Provide officers with the knowledge and skills for a specific duty position.
 - (3) Increase the officer's value to the Army.
- b. Such training may be accomplished at either military or civilian institutions.

3-6. Professional development education and training

a. U.S. Army Command and General Staff College.

(1) *Mission.* The mission of the USACGSC is to develop leaders who will train and fight units at the tactical and operational level, develop combined arms doctrine, and assist in doctrine promulgation. The college educates and trains selected officers of the Active Army, ARNG, and USAR to prepare them for duty as commanders and staff officers at brigade and higher echelons. The college also develops, integrates, and assesses implementation of combined arms doctrine for all levels of the Army.

(2) *Functions.* The college manages the full life cycle of combined arms proficiency to ensure that the Army is prepared for war. This cycle includes doctrine development, education and training, integration of doctrine into service schools and units, and assessment of doctrine implementation.

(a) *Doctrine development.* The college develops the integrated concepts to win future wars as the first step in the cycle. Doctrine is the tactical and operational basis of military actions. It is a driving force of the education and training function of the college and TRADOC service schools in the combined arms area. In addition, the college also is the Army's doctrinal proponent for, leadership and ethics and for terrorism counteraction.

(b) *Integration of combined arms doctrine.* The college coordinates with TRADOC service schools, integrating centers, and MACOMs to ensure the integration of combined arms doctrine. This action is addressed through education, training, simulations, Army Training and Evaluation Program (ARTEPS), and manuals written as part of the Army Training Literature Program. Additionally, the college coordinates with equipment and force developers across the Army to ensure integration of existing and future doctrinal needs in the development process.

(c) *Assessment of combined arms doctrine implementation.* The college assesses the accomplishment of staff officers, commanders, and mission performance requirements as they pertain to doctrine and education and training in the combined arms area. This assessment is based on input from the Army at large through lessons learned from worldwide exercises and NTC evaluations; visits to service schools, integrating centers, and MACOMs; and surveys to the field. This function provides the necessary information to update emerging doctrine, amend curriculums as needed, and assist the Army in the field in improving systemic training weaknesses.

(d) *Education and training.* The college educates and trains Army leaders in the concepts of combined arms through various courses and training materials and packages. Focus of this effort is the synchronization of the elements of combat power through integrated staff planning. The courses and materials enable the officer to understand the complementary nature of all the combined arms. Staff training based on that understanding produces a combat multiplier to optimize the use of capabilities available for mission accomplishment.

(3) *Courses conducted.* The college conducts the following:

(a) *Combined Arms and Services Staff School (CAS³).*

1. The mission of CAS³ is to train officers in the active and reserve components to function as staff officers in battalion-, brigade-, and division-level organizations. Attendance is required for all AC OPMS managed officers in Year Group 1979 and later to include selected special branches. USAR and ARNG officers will attend as directed by CNGB and CAR.

2. The CAS³ curriculum consists of a 140-hour prerequisite nonresident phase and a 9-week resident course at Fort Leavenworth, KS. AC officers will complete CAS³ during a period that extends from completion of the advanced course through the ninth year of commissioned service. Active Guard/Reserve (AGR) officers will complete CAS³ prior to promotion to major.

3. Under development is an alternative to the 9-week resident course for RC officers. In a pilot course currently being assessed, RC officers complete a CAS³ that is conducted at selected USARF schools. Students complete a 140-hour prerequisite Phase I, then attend two 2-week, and 6 weekend resident training sessions.

(b) *Command and General Staff Officer Course (CGSOC).* This course educates and trains officers for duty as staff officers and field grade commanders primarily at division and corps level. Skill qualification as strategist, joint planner, or historian is available through the electives program. An officer also has the opportunity to further develop his or her intellectual depth and analytic ability through intensive research which leads to the Master of Military Arts and Sciences degree.

(c) *CGSOC equivalent level courses.* Resident command and staff courses listed below equate to the CGSOC for career schooling purposes. Officers will not attend more than one of these courses in residence. AC officers are considered for selection during an eligibility window that opens upon an officers' selection for major and extends through four subsequent, consecutive selection board considerations. Officer attendance usually occurs between the

10th and 15th year based on stability. Qualified ARNG or USAR officers must enroll in the CGSOC or equivalent level courses before completing 18 years' total commissioned service.

1. Naval College of Command and Staff
2. Air Command and Staff College course
3. Marine Corps Command and Staff College course
4. School of the Americas course
5. Armed Forces Staff College.

(d) *Preparatory Course for CGSO equivalent courses.* Army officers attending these courses will be scheduled by MILPERCEN to complete a 10-day Army Preparatory Course (APC) that provides them with necessary updates on Army doctrine; specifically AirLand Battle doctrine.

(e) *Command and General Staff Officer Non-resident (correspondence and USARF School) course.* This course is equivalent to the resident CGSOC for Army officer career schooling purposes.

(f) *CGSOC-RC.* The college conducts an abbreviated, basic-curriculum-only 19-week resident course tailored for RC officers.

(g) *Pre-command course (PCC).* The college conducts phase II (Leavenworth Phase) of the brigade and battalion PCC and comanages all other phases of the PCC with TRADOC and MILPERCEN. Additionally, individual orientations are conducted for general officers designated for command positions.

(h) *RC refresher courses.* The college conducts refresher courses for the staffs of RC divisional combat service support commands, support commands, and armor or mechanized infantry divisions.

(i) *Advanced Military Studies Program (AMSP).* This program is executed by the School of Advanced Military Studies (SAMS). It provides carefully selected CGSOC course graduates from the previous class with a broad, deep military education in the tactical and operational levels of the art and science of war beyond the level of the CGSOC. This is followed by an 18-month internship as a division or corps staff officer.

(j) *Army Management Staff College (AMSC).* This course is designed to provide professional development education for Department of the Army civilian professionals and selected Army officers who are graduates of the resident or non-resident CGSO course and are being assigned to positions within the Army's sustaining base. The Army officers play a key role as students and as a source of information on current Army doctrine.

b. *U.S. Army War College.*

(1) *Mission.* The mission of the U.S. Army War College (USAWC) is to provide professional military education in land warfare that will prepare graduates for senior command and staff positions in the Army and in the DOD.

(2) *Functions.* To achieve its educational mission, USAWC will perform the functions listed below:

(a) Conduct resident and nonresident courses to develop the competence of AC and RC officers to—

1. Assume senior command responsibilities, perform key staff assignments, and serve in planning and policy making positions in major Army, joint, and combined headquarters.

2. Update and refine knowledge, skills, and insight required to deal with contemporary and prospective professional military problems and issues.

3. Develop a broad perspective and understanding of the considerations influencing national security affairs and Army doctrine.

4. Employ Army forces in the context of national strategy and joint and international environment.

5. Exhibit independent judgment, objectivity, and adaptability to change.

6. Employ self-analysis and enhance desire for continued self-development.

7. Respond to intellectual challenges and exploit the opportunity for individual contribution to the advancement of the art and science of land warfare.

(b) Conduct an orientation course for selected senior RC officers.

(c) Conduct an International Fellows Program for selected senior officers of foreign countries.

(d) Conduct student and faculty research and study in support of the Army regarding military issues, warfare, Army programs and policies, and the military profession.

(e) Maintain close and continuing working relationships with TRADOC.

(f) Maintain liaison with other elements of the military educational system and civilian educators.

c. *U.S. Army War College Corresponding Studies Course.*

(1) *Responsibilities.* The Commandant, USAWC will be responsible for the instruction and content of the Corresponding Studies Course. The following have responsibilities for selecting officers for the USAWC Corresponding Studies Course:

(a) The Chief, National Guard Bureau (CNGB) will select all National Guard officers, including those officers serving on active Guard and Reserve tours (see section 672(d), title 10 USC 265, and 3033).

(b) The Chief, Army Reserve will select all USAR officers not on extended active duty and those USAR officers serving on statutory tours (see 10 USC 265, and 3033).

(c) The Senior Service College Selection Board is responsible for selection of all active duty MILPERCEN-

managed officers; Army Medical Department (AMEDD) officers; Judge Advocate General's Corps (JAGC) officers; and Army Chaplains for participation in the USAWC Corresponding Studies Courses.

(2) Curriculum.

(a) The Corresponding Studies Course curriculum closely parallels the content of the Resident Course. The curriculum is designed to be completed in 2 years and consists of correspondence work plus two 2-week periods of resident study and instruction. The course is organized into three primary areas of study—

1. Command, Leadership, and Management.
2. National Policy, War, and Strategy.
3. Military Planning, Doctrine, and Operations.

(b) Each area of study (above) is divided into functional courses and each course is composed of several lessons. The lesson is the basic unit of instruction and consists of selected readings that support accomplishment of the course objectives.

(c) Individual student requirements are subjective in nature, based on required readings, and designed to ensure that course objectives are attained. The average corresponding student will spend 8 to 10 hours weekly in study and should complete a course every 6 to 8 weeks. Reading and writing requirements are challenging and compare to requirements of graduate-level courses.

(d) A more comprehensive explanation of the Corresponding Studies Course curriculum is in DA Pam 351-20, section III-6.

(3) Resident phases.

(a) Two 2-week resident phases are conducted in the summer months at Carlisle Barracks, PA: the Midcourse Resident Phase in June and the End-of-Course Resident Phase in July. Exact dates are set by the USAWC.

(b) In May of each year, MILPERCEN produces a list of all officers academically eligible to attend the resident phases. This list will be sent to major Army commanders so that orders can be issued. Parent organizations will program and budget funds to provide travel and per diem for students enrolled in this course to attend the resident phases at Carlisle Barracks. The Army Reserve will include man-day spaces. The officers assigned to the Office of the Secretary of Defense and Joint agencies where funds are not available should contact their career branches.

(c) A student may be deferred one time from attending a resident phase for exceptional reasons. However, the student will be required to attend both resident phases the following year. Requests for deferral will be forwarded through command channels to—

1. The Commander, U.S. Army Military Personnel Center, ATTN: DAPC-OPB-D, 200 Stovall Street, Alexandria, VA 22332-0400 for Active Army officers.

2. HQDA (DAAR-TRS), WASH DC 20310-2418 for USAR officers.

3. NGB Military Education Branch, ARNG Operating Activity Center, Bldg 6814, Edgewood Arsenal, Aberdeen Proving Ground, MD 21010-5420 for ARNG officers.

(4) *Prerequisites for enrollment.* The prerequisites for enrollment are as follows:

(a) *Component.* The applicant will be from one of the following categories:

1. Regular Army officer in an active status.
2. Reserve Component officer on extended active duty. Included are those officers serving on Active Guard and Active Reserve tours (see 10 USC 672(d)) and on statutory tours (see 10 USC 265, 3033 and 3496).
3. Reserve Component officer not on extended active duty.
4. Department of the Army civilian employee in the grade of GS/GM 13 or higher. (See DA Pam 690-23 for details).

(b) *Grade.* The applicant will be a serving lieutenant colonel or colonel.

(c) *Years of service.* The applicant must have completed at least 16 but not more than 23 years of service as of the course starting date.

1. The years-of-service is the promotion list service for Regular Army (RA) officers.

2. The years-of-service for other than RA (OTRA) is—

- a. Active Federal commissioned service for the AMEDD, JAGC, and Chaplain officers.
- b. Active Federal commissioned service for Reserve Component officers on extended active duty.
- c. Total commissioned service for Reserve Component officers not on active duty.

3. The years-of-service prerequisite may be waived for deserving officers by the CNGB, the CAR, the CG, MILPERCEN, TSG, the CCH, or TJAG. The applicant will submit a request for waiver, if required with his or her application for enrollment. This request will be endorsed by the applicant's immediate commander.

(d) *Education.*

1. *Military education.* The applicant must have successfully completed a Service command and staff college or foreign military school equivalent resident course or U.S. Army accredited nonresident course. Waivers may be granted for deserving officers if requested by the applicant and with the recommendation of his or her immediate commander. Waivers are granted by the CNGB; the CAR; the CG, MILPERCEN; TSG; the CCH; or TJAG.

2. *Civilian education.* A baccalaureate degree is desired, but not required.

(e) *Security clearance.* A final Top Secret clearance is necessary. (See AR 604-5, para 2-200.)

(f) *Service obligation.* There is no service obligation.

(5) *Application procedures.*

(a) *Active duty Army officers.* Active duty Army officers will apply for enrollment in letter form. The letter must include the officer's name, grade, SSN, branch, and year for which applying. Also show military address, years of commissioned service, and date completed Command and General Staff Officers Course or equivalent (MEL 4 education). Applicants must state that they understand that their selection for USAWC Corresponding Studies Course precludes subsequent selection for a resident Senior Service College Course. Applications must reach HQDA before the date announced annually by MILPERCEN message. Active duty Army officers will submit applications through their immediate commanders to Commander, MILPERCEN. Applications do not require endorsement from the chain of command and should be forwarded to the applicant's career management division at MILPERCEN.

(b) *ARNG officers.* ARNG officers will apply according to NGR 351-21.

(c) *USAR officers.* USAR officers will apply according to AR 140-12 and DA Pam 140-12. The CAR will issue supplemental information annually.

(6) *Selection process.*

(a) A maximum of 350 highly qualified officers may be selected for the Corresponding Studies Course, the Course begins on or about 1 July of each year.

(b) HQDA agencies will verify eligibility of all applicants within their branches and components after enrollment deadlines have passed for their particular agency. The objective of the selection process is to select the best qualified applicants.

(c) MILPERCEN will provide USAWC, by 1 May of each year, with the name, grade, branch, social security number, mailing address, and security clearance of their selected officers.

(7) *Disenrollment and deferral.*

(a) A student may be disenrolled by the Commandant, USAWC—

1. For academic failure.

2. For cause.

3. At the student's own request.

4. For lack of academic progress. When a student falls behind in the course to the extent that, in the judgment of the Commandant, there is insufficient time remaining before each summer resident phase to complete the year's work, the student may be disenrolled because of lack of academic progress.

(b) Request for voluntary disenrollment will be sent directly by the student to the Commandant, USAWC, Carlisle Barracks, PA 17013-5050.

(c) A student who has been disenrolled from the course may not apply for reenrollment or reinstatement.

(8) *Credit.* Credit will be awarded as follows:

(a) The student will, on completion of the Corresponding Studies Course, be awarded a diploma by the Commandant, USAWC.

(b) An appropriate entry will be made on the individual's DA Form 4037 (Officer Record Brief) for active duty officers. For ARNG and Army Reserve officers not on extended active duty, an entry will be made on DA Form 2/2-1 according to AR 640-2-1.

(c) Retirement points for ARNG and USAR officers not on extended active duty will be credited at the rate of one point for each three credit hours satisfactorily completed. (See NGR 640-1 or AR 140-185).

(d) Once the student has been enrolled (1 July) in the Corresponding Studies Course, the officer is no longer eligible for resident senior service college attendance.

(e) Graduates of the Corresponding Studies Course are given equal consideration with Resident Course graduates for assignments.

(f) Military Education Level 1 (MEL 1) is awarded to Active Army students upon completion of the Midcourse Resident Phase.

d. *Senior service colleges.*

(1) The resident courses of colleges listed below are considered to be at the same military educational level. Military Education Level 1 (MEL 1) is awarded to Reserve Component students upon graduation.

(a) National War College.

(b) Industrial College of the Armed Forces.

(c) Army War College.

(d) Air War College.

(e) Naval War College.

(f) Inter-American Defense College.

(g) Japanese Institute of Defense Studies.

- (h) India National Defense College.
- (i) Canadian National Defense College.
- (j) Italian Center for Higher Defense Studies.
- (k) Senior Service College Fellowships.

(2) Army officers who attend the colleges/fellowships at (a) through (g) above are selected by HQDA boards on a best-qualified basis from among eligible officers.

(3) Officers are eligible for attendance for these colleges/fellowships after being promoted to lieutenant colonel, through their 23d year of service.

(4) Selection for, and completion of, the USAWC Corresponding Studies Course for Army officers is considered equivalent to the USAWC resident course.

(5) Promotion list service determines years of service for Regular Army officers (except AMEDD); active Federal commissioned service is the governing factor for AMEDD officers and for other than Regular Army officers. The CAR will select USAR officers under AR 140-12. The CNGB will select ARNG officers to attend these courses.

3-7. General officer training

a. Promotion to general officer (GO) represents the most selective transition in an officer's career. Approximately 60 colonels Army-wide are centrally selected for promotion to brigadier general yearly. Historically, virtually all brigadier generals have completed a senior service college course of instruction prior to selection for promotion. The scope of responsibilities incurred by promotion and reassignment to general officer positions requires post-War College training and more individualized professional development programs.

b. The general officer continuing education program consists of three components:

(1) *Orientation/mandatory training—information on current Army and DOD policies, programs, plans and problems considered by the Army leadership to be of high priority. These include—*

(a) *Brigadier General's Orientation Conference.* Within a few months of selection, all brigadier general designees attend a 1-week Brigadier Generals' Orientation Conference in the Washington area. This conference consists of a series of briefings and discussions by and with senior Army and DOD leaders. There are excursions for a stress management orientation, a visit to Congress, and seminars on generalship.

(b) *Force Integration Training.* Four times a year the Office of the Chief of Staff, Army conducts a Force Integration Course for approximately 40 GOs and Senior Executives Service (SES) personnel. The 3 1/2 day course focuses on "How the Army Runs" with instructors from the Army Staff. The course updates GOs on current policies and high priority programs and provides an overview of the workings of the Army Staff.

(c) *CAPSTONE.* Four times yearly the National Defense University offers the 6-week CAPSTONE course. This course is held at Fort Lesley J. McNair. Small groups of general and flag officers (and selectees) of all Services including Coast Guard and State Department attend. At present, the average class size is 20. The course differs from other senior service schools in a number of ways other than the obvious rank and seniority of its participants, class, size, and duration. First, the course has the primary objective of enhancing student understanding of the employment of U.S. forces in joint and combined warfare. Second, it provides significant personal interaction with commanders-in-chief and other senior U.S. and Allied commanders responsible for the planning and employment of joint and combined military forces. Third, retired four-star general and flag officers are attached to each class as Senior Fellows to provide advice and guidance based on their perspectives and experience. The course is designed to build upon and share the expertise and experience of the course participants. It also broadens their appreciation and understanding of joint and combined operations, and, as a result, prepares them to function more effectively in the joint and combined arena. Not a duplication of senior service schools, CAPSTONE recognizes the unique continuing education requirements of the general officer corps beyond the war college level.

(2) *Executive Development Courses—education and training in areas of increasing relevance to a range of executive responsibilities and GO positions.*

(a) *Executive Self Development Program.* Each brigadier general (and selectee) attends a 1-week executive leadership development course at a civilian institution. These courses have the objective of identifying and improving leadership skills, increasing self-awareness through regular feedback, developing measurable goals, and stimulating further personal and career growth. The courses are offered at a number of locations in CONUS and overseas and offer attendees the opportunity to interface with contemporaries from the civilian sector.

(b) *Executive Management Courses/Advance Management Program.* Selected GOs will attend functional courses at civilian institutions which will further aid in their professional development as GOs in a specific field of study and serve as a means of keeping the general officers abreast of developments in their field. The training is geared toward specific grade levels and corresponds to the civilian sector.

(3) *Inter-assignment Transitions—preparation in specific skills and knowledge required by GOs to function effectively from the outset in their next assignment.*

(a) *Functional Technical Courses.* Selected GOs will attend technical courses designed for specific types of positions. Among these courses are the Division Commanders/Assistant Division Commanders Course, Joint Senior

Tactical, Systems Acquisition Management Course, Installation Management, General Officer Legal Orientation, and Evasive Driving Course.

(b) *Transition Briefings.* Upon announcement of a change in assignment, GOs will be scheduled for a series of transitional briefings at Department of the Army and major command level. The briefing schedule will be designed to provide newly assigned general officers with unique insights to their new position. The General Officer Management Office (GOMO), with ODCSPER, will schedule the briefings and provide the coordination necessary to effect this training.

3-8. Constructive or equivalent credit for courses

a. The granting of constructive or equivalent credit is restricted to courses that generate a change in an officer's military education level (MEL) code.

(1) Constructive or equivalent credit may be awarded to officers who have not attended a specific officer training course.

(2) Persons who receive constructive or equivalent credit for a course are not eligible or required to attend the respective resident or nonresident, or correspondence course.

b. Credit may be granted for, but is not limited to, the following reasons:

(1) Active duty service experience.

(2) Service school or college faculty duty.

(3) Attendance at equated schools.

c. Constructive/equivalent credit for Senior Service College and Command and Staff College may be recommended by the appropriate authority, but is granted by the DA centralized selection board selecting personnel for MEL 1 and 4 respectively. All other requests will be considered by a Constructive/Equivalent Credit Board with the CG, MILPER-CEN retaining approval authority for AC officers, the CNGB for ARNG officers, and CAR for USAR officers. For example, if the applicant seeks equivalent credit for Senior Service College, the DA Senior Service College Selection Board would adjourn and then reconvene as an SSC Constructive/Equivalent Credit Board.

(1) Board deliberations are final.

(2) An officer's manner of performance in the assignment upon which the request for constructive/equivalent credit is based is the major decision criterion.

d. Army officers may apply to receive credit from any DA-approved Senior Service College resident, nonresident or fellowship-level training.

e. The identification of officers to take part in resident and nonresident courses is rigorously controlled to include selection by a DA board.

f. Except through an established resident program, completion of the USAWC corresponding studies course is the sole means by which Army officers receive credit for senior service college training. This includes officers in the SSC Fellowship Program.

(1) This policy stems from the philosophy that only those officers with the greatest potential for service at the highest levels of responsibility receive senior service college level training and credit.

(2) Similarly, curriculums of the other Services' intermediate level nonresident programs are not considered suitable substitutes for the training Army officers receive in either the resident or nonresident USACGSC program. This is not intended to devalue other nonresident programs; it simply recognizes that the Army's nonresident course is the most appropriate nonresident course for Army officers.

(3) Training provided by CGSOC is largely Army-oriented and focuses on the AirLand Battle. Ideally, all Army officers should take part in this training to prepare for duty as field grade officers in command and staff assignments with the Army in the field. To offer equivalent credit for participation in other service nonresident command and staff college courses would, in effect, discourage participation of Army officers in nonresident courses that have been designed to meet their particular needs.

g. Eligibility requirements for constructive and equivalent credit are discussed below.

(1) To receive constructive credit, a commissioned officer must—

(a) Be beyond eligibility for selection to those courses where attendance is determined by a DA board.

(b) Have demonstrated uniquely distinguishing duty or service that encompasses all of the common subject matter areas as listed in the most current curriculum pamphlet pertaining to the course for which credit is requested.

(c) Not have failed to complete the course for which credit is requested because of academic or disciplinary reasons.

(d) Not have declined to attend those courses where attendance is determined by a DA board.

(2) To receive equivalent credit, a commissioned officer must—

(a) Be an instructor at the school or college for which credit is requested.

(b) Have completed all requirements expected of a resident course graduate.

(c) Have been granted "equivalent knowledge" by a school or college commandant for the course for which credit is requested.

h. The senior service and command and staff college correspondence courses of the other Services will not be considered equivalent credit nor accepted in place of the Army's resident or correspondence courses.

3-9. Schools of other Services

Military education and training are not limited to courses conducted in the Army school system. Army education and training needs may be met through attendance at the schools discussed in this paragraph. To promote inter-Service understanding, or to acquire a skill or specialty not taught in Army schools, selected commissioned officers, WOs, enlisted personnel, and civilian personnel may attend schools and courses under the control of other Services.

3-10. Joint colleges

a. Selected commissioned officers may attend joint colleges to prepare them for the following:

- (1) Exercise of joint, high-level policy, command, and staff functions.
- (2) Performance of strategic planning duties.

b. Specialty courses at joint colleges.

(1) Joint colleges present functional courses to officers from the various Services who are preparing for assignments at joint/ combined headquarters.

(2) The NATO Staff Officers Orientation Course (NSOOC) is an example of courses of this type. The 2-week course is conducted 12 times each year by the National Defense University at the Washington Navy Yard, Washington, DC. The NSOOC is mandatory for all officers in the grade of major through colonel who are on orders for their initial assignment to a NATO staff position. The primary objective of the course is to acquaint students with NATO missions, organizations, and procedures. Graduates of the course will be able to interact more effectively with Allied officers, thereby enhancing the credibility of U.S. officers serving within NATO staff organizations.

c. Information on joint colleges is found in AR 351-21.

3-11. ARNG academies and USARF schools

ARNG, Active Army and USAR officers may pursue courses of instruction taught by the ARNG academies and USARF schools.

3-12. Schools of foreign nations

Selected commissioned officers may pursue courses of instruction at schools of foreign allied countries on an invitational basis. These courses will broaden officers' experience by fostering a close relationship with the language, techniques, and staff procedures of foreign armies. See appendix C.

3-13. Civil Institutions

a. Selected commissioned officers, WOs, enlisted personnel, and civilian personnel may receive training in civilian educational, commercial, or industrial institutions when—

- (1) Requirements exist for this training.
- (2) The desired training program is not available in Army schools or schools of other Services.

b. Academic programs or courses may be available through the following:

- (1) Off-duty courses offered by ACES.
- (2) Correspondence study offered by the Defense Activity for Non-Traditional Education Support.

Chapter 4

Warrant Officer Training and Education

4-1. The Warrant Officer Training System

a. The purpose of the Warrant Officer Training System (WOTS) is to establish and provide training at the appropriate time to develop warrant officers that are technically and tactically competent for positions in which they will serve.

b. WOTS is a three-level system incorporating entry, senior, and master level training. Career development is based on progression through the levels with functional training opportunities provided as needed.

4-2. Entry level training

Warrant officer entry level training is divided into three major phases, referred to as the check 3 system, as follows:

a. Selection process (check 1).

(1) Selection prerequisites. Accomplishment of specific training and experience is mandatory prior to selection for check 2. These prerequisites are listed in the Warrant Officer Procurement Program (601 Series DA circulars).

(2) Centralized selection. The U.S. Army Recruiting Command (USAREC), with proponent school participation,

selects AC and USAR warrant officer candidates (WOCs) by evaluating the individual's records and verifying the applicant's prerequisites using a centralized board procedure. OTSG and TJAG warrant officer candidates are selected by special branch selection boards. ARNG warrant officer candidates are selected by State adjutants general in accord with NGR 600-101. Numbers selected are dependent on projected accession requirements. The CG, USACIDC approves prerequisite waivers for special agents in accord with AR 195-3, prior to a centralized board. Reserve Component WOs will be scheduled by the Chief, National Guard Bureau for ARNG; and the Commander, ARPERCEN for USAR.

b. Warrant Officer Entry Course (WOEC) (check 2). The Warrant Officer Entry Course is a mandatory MOS-immaterial warrant officer basic skills course which provides standardized evaluation and training to all warrant officer candidates. WOEC structure and content is prescribed by HQ, TRADOC. The nonresident phase for RC WOEC is administered by the Institute for Professional Development (IPD), Fort Eustis, VA 23604. Applicants selected will attend in a warrant officer candidate status.

(1) Active Component WOECs are conducted at Fort Sill, OK, Fort Rucker, AL, and Aberdeen Proving Ground, MD.

(2) The Reserve Component WOEC is conducted at Fort McCoy, WI.

c. Technical certification (check 3). Technical certification is mandatory for all warrant officer candidates prior to appointment. Warrant officer candidates will have their basic level of technical and tactical competence certified by the MOS Personnel (Branch) Proponents identified in AR 600-3. HQ, TRADOC will retain approval authority for training, testing, and certification to include RC resident training requirements less AMEDD warrant officers.

4-3. Warrant officer appointment

Upon successful completion of the "triple check" accessions process, the WOC will be appointed to the rank of warrant officer in accord with AR 135-100 or NGR 600-101. Active duty enlisted personnel recruited as RC warrant officer candidates will be trained using AC schools before completion of their current active duty service obligation.

4-4. Senior warrant officer training

a. All warrant officers are required to complete Senior Warrant Officer Training (SWOT) between the 7th and the 11th year of warrant officer service. The primary purpose of the SWOT is to refresh and enhance common skills and leadership, update technical and tactical training to keep pace with doctrinal changes, and to provide additional training as determined by the proponent branch based on future requirements. These courses are functionally oriented and will consist of the following:

(1) A common core MOS-immaterial module.

(2) An MOS-related module applicable to all MOSs of the proponent future branch.

(3) An MOS specific module relative to the MOS and projected future utilization.

b. Selected warrant officers may attend additional training modules in conjunction with the SWOT. Qualification in subspecialties within the broader career field with ASIs or SQIs will be awarded at this time.

c. Individual career managers at HQDA will schedule Active Component warrant officers for resident attendance. Reserve Component WOs will be scheduled by the Chief, National Guard Bureau for ARNG; and the Commander, ARPERCEN for USAR.

4-5. Master warrant officer training

Master warrant officer training (MWOT) is the highest level of military training available to the warrant officer. MWOT is required to prepare selected WOs for the expected role of systems integrator, trainer, manager, and developer. MWOT will consist of the appropriate MWOC followed by additional master level functional training modules for specific assignments.

4-6. Functional training

Functional training is the primary means through which WOs attain qualification in the subspecialties of their career fields and satisfy the following:

1. Provide training for the award of additional skill identifiers and skill qualification identifiers.
2. Provide individuals with specific knowledge that will be required in forthcoming assignments.
3. Provide transition in newly developed equipment or techniques.

4-7. Constructive/equivalent credit for courses

a. The granting of constructive or equivalent credit is not permitted for courses that do not generate a change in a warrant officer's military education level code.

b. Constructive or equivalent credit for functional training may be awarded to warrant officers who have not attended a specific training course.

c. Those who receive constructive or equivalent credit for a course are not eligible to attend the respective resident course.

d. Credit may be granted for, but is not limited to the following:

- (1) Active duty service experience.
- (2) Service school faculty duty.
- (3) Attendance at equivalent schools.

e. Request for credit will be submitted by the individual through the appropriate school commandant (training proponent) to MILPERCEN for AC warrant officers, NGB, for ARNG warrant officers, and OCAR for USAR warrant officers.

f. To receive constructive credit, a warrant officer must—

(1) Have demonstrated duty or service that encompasses all of the common subject matter areas listed in the most current curriculum pamphlet pertaining to the course for which credit is requested.

(2) Not have failed to complete the course for which credit is requested because of academic or disciplinary reasons.

4–8. Physical fitness and weight standards

Soldiers attending WOEC, SWOT, or MWOT must meet the physical fitness and weight standards outlined in AR 600-9 and AR 350-15. Soldiers over 40 must have completed appropriate medical screening at local installations before course attendance.

4–9. Civilian education

a. The civilian education goal for AC warrant officers is to acquire an MOS-related associate degree before the 10th year of warrant officer service. MOS-related academic disciplines are listed in DA Pam 600-11. Academic discipline is determined by the AERB and listed in DA Pam 600-11. AMEDD validated positions are listed in the AMEDD validated Requirements Program and determined by the AMEDD Education Requirements Review Committee (ERRC).

b. Warrant officer civilian education policy for ARNG warrant officers is set forth in NGR 600-101 and NG Pam 600-2.

Chapter 5 Noncommissioned Officer Education System

Section I General

5–1. Concept

a. Upon entering the Army, soldiers complete initial entry training (IET). After IET, soldiers complete MOS-specific training and begin service in an organization. After a period of service, they become eligible for training as noncommissioned officers. The Noncommissioned Officer Education System (NCOES) provides leader and MOS skill training in residence. NCOES courses focus on tasks in the next higher level except for specific MOSs where merger training is a consideration. Each MOS is assigned to a proponent service school which develops and maintains the individual training plan (ITP). The NCOES includes the following levels:

- (1) Primary.
- (2) Basic.
- (3) Advanced.
- (4) Senior.

b. NCOES training accomplishes the following:

- (1) Sustains the Army with trained leaders and trainers during wartime.
- (2) Supports mobilization.
- (3) Upgrades readiness.
- (4) Serves as an integral part of the Enlisted Personnel Management System (EPMS).

c. The NCOES applies to all enlisted personnel of all components of the Army.

d. The NCOES and the Army Continuing Education System (ACES) are complementary programs guiding and supporting the development of NCOs throughout their careers.

5–2. NCOES objectives

a. Objectives of the NCOES are—

- (1) To train NCOs to be trainers and leaders of soldiers who will work and fight under their supervision.
- (2) To provide tactical and technical job training for NCOs.

- (3) To improve collective mission proficiency through increased individual proficiency of NCOs.
- b. NCOs attending NCOES courses will meet training objectives by—
 - (1) Demonstrating leadership and technical skills required by their specialty at their current and next higher skill level.
 - (2) Demonstrating their ability to train, mentor, and motivate subordinate NCOs and soldiers to meet high performance standards in accomplishing their leadership role in both peacetime and wartime.
 - (3) Leading by example in physical fitness and military bearing.
 - (4) Maintaining and accounting for personnel and equipment.
 - (5) Developing those professional values and attributes that are the foundation of leadership.
- c. Graduates of NCOES courses will return to their units ready to lead and train their subordinates in a “go to war” atmosphere. Skilled in train-to-lead and train-to-train concepts of leadership, having demonstrated their competence, professional values, ethics, candor, commitment, and initiative during their training, they will be prepared to apply the “be, know, and do” attitudes refined during the course.

5-3. Training concept

The NCOES training concept is an integral subsystem of EPMS. Combined, they establish the Army’s intent to train NCOs in critical MOS job tasks on a priority basis. These soldiers will be trained in skills to support their promotion and utilization.

a. *Career MOS training plans.* Each MOS is assigned to a proponent service school; the school will develop and maintain an Individual Training Plan (ITP). The ITP constitutes the proponent’s plan to develop, implement, and evaluate training (resident and extension) to support all skill levels of the MOS and to maintain training in a current status. The ITP is the collection of documents that translates the proponent’s training strategy for a career management field (CMF) into a specific training concept for each MOS contained in the CMF.

b. *Training programs and products.* Extension training and training support materials for resident extension training are developed for the AC and RC. The following are training and evaluation programs and products that support the training strategy:

(1) *Soldier’s Manual (SM).* The SM for a specific MOS skill level identifies the critical tasks in that MOS skill level. The common task SM identifies critical battlefield and survival tasks for which all soldiers are responsible. Each task in an SM is described in terms of the conditions under which it is to be performed, the steps required to perform it, and the standards used to evaluate task performance.

(2) *Trainer’s Guide (TG).* The TG for a specific MOS gives commanders and trainers information needed to plan individual training in units. The TG identifies for each critical task in the SM the recommended training products, site of initial training, recommended sustainment training frequencies, and a crosswalk to drills or ARTEP task, as appropriate.

(3) *Individual Training Evaluation Program (ITEP).* The three components of ITEP evaluate soldier proficiency on critical tasks taken from the MOS and common task SMs.

c. *NCOES training structure.*

(1) *Levels.* NCOES is characterized by four levels (primary, basic, advanced, senior), that represent progressively higher levels of performance capability, experience, and grade. The generalized NCOES structure is shown in table 5-1.

(2) *Resident training.* Resident training will focus on those critical tasks being taught in NCO academies; that is, leader training and MOS skill training for first line leaders.

(3) *Nonresident training.* Service schools may develop extension training; the focus of this training is to support individual training in units. It must be structured in accord with AR 351-20.

(a) *Supervised on-the-job training (SOJT).* This method of training may be used to sustain NCO training in the unit. It is organized around tasks, conditions, and standards stated in the SM and TG.

(b) *Army Correspondence Course Program (ACCP).* ACCP courses may be developed for individual study/self-improvement. Correspondence courses will not be substituted for training that is available in the resident mode.

d. *Active Army NCOES and EPMS administration.*

(1) A combination of centralized management by MILPERCEN (DAPCEPN-FN) and decentralized management by field commands is necessary to ensure the Army trains its best qualified NCOs. This combination links resident NCOES training to the following:

- (a) Selection for promotion.
- (b) Utilization in appropriate positions.
- (2) The Army establishes training priorities to ensure that the best qualified attend training.
 - (a) *First priority.* Soldiers who have been selected for promotion and those who are performing in duty positions for which the training is established.
 - (b) *Second priority.* Soldiers who are pending assignment to or occupying a duty position in their PMOS for which the training is necessary.
- (3) MACOMs make selection and schedule attendance for the following NCOES courses:

- (a) Primary Leadership Development Course (PLDC).
- (b) Basic NCO Course, Combat Arms (BNCOC/CA).
- (4) MILPERCEN schedules attendance for the following NCOES resident service school courses:
 - (a) Basic NCO Course, Combat Support/Service Support (BNCOC/CS-CSS).
 - (b) Advanced NCO Course (ANCOC).
 - (c) U.S. Army Sergeants Major Course (USASMC).
- (5) Local selection for PLDC and BNCOC-CA will be made under NCOES training priorities described in (2) above and sections III and IV.
- (6) All training required by a reclassification action will be accomplished in accord with AR 600-200 and AR 611-201. All soldiers being reclassified will receive formal resident training to the appropriate skill level in the new MOS. Formal resident training to the appropriate skill level will be mandatory before award of the new MOS. In cases where no resident course is available, OJT to the appropriate skill level may be substituted.
- (7) AC soldiers who attend an NCOES course, except the Sergeants Major Course, incur a 6-month service obligation.
- (8) Soldiers not meeting the time in service (TIS) remaining requirements but who are selected and desire to attend the NCOES course will extend their term of enlistment or reenlistment under AR 601-280.
- (9) Soldiers serving on second or subsequent enlistments (career NCOs) who are selected, but do not meet the TIS remaining obligation and do not desire to extend their term of enlistment or to reenlist to meet the TIS criteria, will be required to complete a DA Form 4991-R (Declination of Continued Service Statement).
- (10) Action to meet the TIS remaining requirement must be taken before the issuance of orders directing movements or enrollment. This action applies to AC, ARNG, and USAR personnel.
- e. RC NCOES and EPMS administration.* Administration of RC NCOES is based on the following:
 - (1) Resident RC NCOES course attendance is tied to selection for promotion and utilization. Soldiers who have been selected for promotion and are performing in, or pending assignment to, duty positions for which the training is designed will be scheduled to attend RC NCOES courses. Attendance will be on a priority basis as allocations are available.
 - (2) USASMA attendance selection is made by the CNGB or the CAR.
 - (3) State adjutants general, the numbered armies in the continental United States (CONUSA), and USARPAC commanders will make selection for and schedule all other RC NCOES courses.
 - (4) ARNG academies and USARF schools are an extension of the Army service school and teach RC approved courses to ARNG and USAR soldiers. ARNG academies and USARF schools teach skill level 1 MOS courses, as well as professional development courses.
 - (5) ARNG students may attend RC NCOES courses at USARF schools. USAR students may attend RC NCOES courses at ARNG academies.
 - (6) Selectees must meet course prerequisites and standards outlined in AR 350-15, AR 600-9, NGR 351-3 and NGR 351-15.

Table 5-1
Generalized NCOES structure

Soldiers in grade	NCOES skill level	Available training level	Trained to
SP/4(P)/CPL(P) (see para 5-16b (1) and (2))	2	Primary	SGT
SP/4(P)/CPL(P)*, SGT/SGT(P) (see section IV, Basic Level Training)	2, 3	Basic (first line leader)	SGT/SSG
SSG, SSG(P)	4	Advanced	SFC
MSG/MSG(P)	5	Senior	SGM

Notes:

* Based on what level the soldier obtains first line leader responsibilities.

Section II

NCOES Responsibilities

5-4. Deputy Chief of Staff for Operations and Plans

The DCSOPS, in coordination with the Army Staff, will—

- a.* Establish broad policies and plans governing resource allocation, development, and operation of the NCOES.
- b.* Determine methodology for computation of training requirements for the NCOES.

5-5. Commanding General, U.S. Army Military Personnel Center (MILPERCEN)

Under the General Staff supervision of the DCSPER, CG, MILPERCEN will control operational aspects of the NCOES for active duty personnel as shown below.

- a.* Given methodology from DCSOPS (DAMO-TRI), CG, MILPERCEN will assist TRADOC in
 - (1) Computing resident PLDC and BNCOC/CA training requirements for those MOSs that are authorized to attend during each fiscal year (FY).
 - (2) Coordinating the annual training requirements (ATRs) for PLDC and BNCOC/CA with—
 - (a)* USAREUR for NCOAs in USAREUR.
 - (b)* TRADOC and FORSCOM for CONUS NCOAs.
 - (c)* USARPAC for NCOAs in Hawaii.
 - (d)* EUSA for NCOAs in Korea.
 - (e)* USARSO for NCOAs in Panama.
 - (3) Computing annual training requirements by MOS for BNCOC/CS-CSS and ANCOC.
- b.* The CG, MILPERCEN also will—
 - (1) Schedule AC soldiers to attend BNCOC/CS-CSS and ANCOC.
 - (2) Assign USASMC selectees to specific classes.
 - (3) Control BNCOC/CS-CSS management using the student/trainee management system--Enlisted Phase II (STRAMS-E2).
 - (4) Support the USASMC selection system.
 - (5) Control temporary duty (TDY) -and-return funding for the resident phase of the Sergeants Major Course Corresponding Studies Program at USASMA.
 - (6) Develop academic evaluation reporting system policies (AR 623-1) for all NCO schools.
 - (7) Provide quota control and monitor class input for the USASMC.

5-6. Commanding General, U.S. Army Training and Doctrine Command

The CG, TRADOC will establish NCOES courses to provide tactical and technical leader training to ensure job proficiency for enlisted personnel in all components of the Army (except HSC).

- a.* The CG, TRADOC, in carrying out responsibilities for the NCOES in general, will—
 - (1) Implement Department of the Army policy and establish policy for the development of NCOES programs of instruction (POI) taught in other MACOM NCOAs.
 - (2) Establish, together with other MACOM commanders, NCOES courses worldwide.
 - (3) Establish testing standards for NCOES.
 - (4) Ensure that—
 - (a)* Appropriate prerequisites for enrollment are established.
 - (b)* Nonresident (correspondence) NCOES courses are reviewed and certified to meet/sustain unit training.
- b.* In carrying out responsibilities for selection, screening, and preparation of soldiers for selected NCOES courses, the CG, TRADOC will—
 - (1) Develop and distribute to all teaching locations a diagnostic test for each MOS-related NCOES course. Diagnostic tests will be used to identify shortcomings in critical lower skill level tasks. Diagnostic tests should include lower skill level common tasks, MOS specific tasks, and CMG common tasks necessary to perform tasks required by the POI. Remedial/refresher training accomplished during non-POI time will be available to correct these shortcomings as required. The soldier, with assistance from the instructor, is responsible for correcting these shortcomings.
 - (2) Develop, validate, and distribute end-of-course comprehensive tests to all BNCOC and ANCOC teaching locations. End-of-course comprehensive tests will ensure standardization and quality of the graduate.
 - (3) Ensure that diagnostic testing is an item of inspection during accreditation visits.
 - (4) Ensure that input and graduation data for NCOES courses conducted on TRADOC installations is posted to ATRRS within 10 days of course start/end dates.
 - (5) Provide MILPERCEN (DAPC-EPT-FN) “no-show” reports within 10 days of class start dates.

5-7. Commanding General, U.S. Army Health Services Command

The CG, HSC, through the AHS, will—

- a.* Establish NCOES courses to provide job proficiency training of all AMEDD enlisted personnel.
- b.* Monitor AMEDD and ANCOC quota utilization (class input) for courses conducted at AMEDD schools.
- c.* Monitor class input for courses for which TSG is the proponent and ensure that—
 - (1) Appropriate prerequisites for enrollment are established.
 - (2) Nonresident AMEDD NCOES courses are reviewed and certified.

5-8. Commanding General, Forces Command

The CG, FORSCOM will—

- a.* Provide course quota control and will monitor class input for NCOES courses conducted by FORSCOM NCOAs.
- b.* Coordinate with MILPERCEN and TRADOC in developing CONUS NCOA ATRs.
- c.* Provide PMOS prerequisite waiver approval authority for USAR personnel on extended active duty who are considered for Sergeants Major Course attendance.

5-9. Commander In Chief, U.S. Army, Europe, and Seventh Army (CINCUSAREUR)

The CINCUSAREUR will—

- a.* Provide course quota control and will monitor class input for NCOES courses conducted by NCOAs and for schools, located in the CINCUSAREUR's area of responsibility.
- b.* Coordinate with MILPERCEN in developing USAREUR NCOES ATRs.

5-10. Commanding General, Eighth United States Army

The CG, EUSA will—

- a.* Provide course quota control and will monitor class input for NCOES courses conducted by NCOAs and for schools located in EUSA area of responsibility.
- b.* Coordinate with MILPERCEN in developing EUSA ATRs.

5-11. Commanding General, U.S. Army Pacific Command

The CG, USARPAC will—

- a.* Provide quota control policy and will monitor class input for AC and RC NCOES courses conducted by USARPAC NCOAs and for USARF schools.
- b.* Coordinate with MILPERCEN and TRADOC in developing Hawaii NCOA ATRs.

5-12. MACOM commanders

a. MACOMs will establish a quota management plan to support PLDC and BNCOC/CA taught in regional NCOAs. MACOM commanders will ensure attendance of fully qualified soldiers at NCOES courses. This will be consistent with established Army NCOES training priorities. In this context, MACOM commanders also will—

- (1) Ensure that all soldiers are aware of the following:
 - (a)* NCOES courses established for their MOSs in the NCOES ITP.
 - (b)* The importance of NCOES attendance and training to individual job proficiency career progression and unit readiness.
 - (2) Ensure that all promotable soldiers are scheduled for attendance at established resident NCOES courses at the time of selection for promotion under policies established in this regulation.
 - (3) Select soldiers to attend AC PLDC and BNCOC/CA. Selection procedures are outlined in sections III, IV, V, and VII.
 - (4) Program and budget for TDY costs related to PLDC and BNCOC/CA training.
 - (5) Use graduates in their proper MOSs. (See AR 600-200.)
 - (6) Select RC soldiers to attend RC NCOES primary, basic, and advanced.
 - (7) Ensure that graduates of NCOES courses are given the proper NCO education level code in accord with AR 680-29 and DA Pam 600-8-2.
- b.* MACOM commanders who conduct NCOES training will—
- (1) Administer diagnostic tests as received from proponent service schools.
 - (2) Conduct refresher or remedial training during off-duty time for all soldiers failing the diagnostic test. Students will not be removed from an NCOES course due to failure of the diagnostic test.
 - (3) Where applicable, conduct end-of-course tests as developed by proponent service schools.
- c.* MACOM commanders will ensure that an Order of Merit List (OML) is established at battalion or separate company level for those courses having local selection authority.

5-13. Chief, National Guard Bureau and Chief, Army Reserve

a. The CNGB and the CAR will manage ARNG and USAR personnel attendance at NCOES courses. Selection will be made under applicable prerequisites, policies, and procedures established by respective components. State adjutants general will handle quota control and monitor class input for resident RC NCOES courses conducted by their State NCOAs.

b. The CNGB and the CAR will ensure that personnel scheduled to attend Active Army NCOES resident courses meet the course prerequisites.

5-14. Battalion commanders and command sergeants major

Battalion commanders and command sergeants major (CSMs) are key to ensuring that eligible soldiers are trained. The chain of command must be involved in the NCOES selection process to ensure that the “right” soldier receives the “right” training at the “right” time in the soldier’s career.

a. Commanders will ensure that an OML is established at battalion level (or equivalent) for courses having local selection authority (PLDC and BNCOC/CA).

b. To be placed on the OML, soldiers must have met the following prerequisites:

(1) Be trained (initialed off) on 70 percent of all MOS tasks in the individual soldier’s job book within the past 6 months (waivable by battalion commander (lieutenant colonel)).

(2) Passed the Army physical fitness test within the past 6 months.

(3) Passed the SQT within the past 12 months. (The commander, lieutenant colonel level, is the final approval authority for waiving the SQT requirement).

(4) Meet physical fitness and weight standards outlined in AR 350-15 and AR 600-9.

(5) Be eligible for reenlistment.

(6) Be recommended by immediate commander.

c. AC personnel designated for attendance at an NCOA will be notified of selection at least 6 weeks in advance of report date. During this 6-week period—

(1) The selectee’s commander will ensure that the student is properly prepared and equipped to attend the course.

(2) NCOA commandants will provide administrative and operational guidance to prospective students.

d. RC personnel will be notified at least 8 weeks in advance of reporting date to either an AC or RC NCOES course.

Section III

Primary Level Training

5-15. General

The primary level of NCO training prepares selected SP4(P)/CPL(P)s and SGTs for leadership responsibility. The Active Component Primary Leadership Development Course is taught in residence only at regional NCOAs (app D). PLDC (AC or RC) is a prerequisite for attendance at BNCOC. The course provides the foundation of leadership training for the newly promoted or soon to be promoted NCO. The course trains NCOs to teach and lead the soldiers that will fight and work under their leadership.

5-16. Primary leadership development course

a. PLDC is a non-MOS specific 4-week leadership course conducted at regional NCOAs in CONUS and overseas. The course length may not be altered without the written permission of Cdr, TRADOC, ATTN: ATTG-I, FT Monroe, VA 23651-5000.

b. Qualified soldiers (para 5-14) will be prioritized by the unit commander as follows:

(1) First priority--SGT.

(2) Second priority--SP4(P)/CPL(P).

(3) Third priority--SP4/CPL in a leadership position.

c. PLDC for Reserve Component (RC) is conducted by USARF schools, ARNG academies, and regional training centers. Prerequisites are listed below.

(1) Soldiers must be members of the ARNG or USAR in the grade of SP4(P)/CPL(P), or SGT, or a SP4/CPL occupying a leadership position.

(2) Soldiers must meet standards outlined in AR 600-9 or NGR 600-9.

(3) Soldiers must be recommended by the unit commander.

(4) State adjutants general and CONUSA commanders may establish additional prerequisites. Prerequisites may not be amended by the addition of local requirements.

d. Graduates will be given the education code “2” in item 42 of DA Form 2 (Personnel Qualification Record-Part 1).

e. Active component soldiers must complete the 4-week Active Component PLDC to receive education code “2”.

Section IV

Basic Level Training

5-17. General

The basic level of NCO training prepares selected SGTs and SSGs for duties at squad/section/weapons system level. PLDC is a prerequisite for attendance at all BNCOC courses.

5-18. Basic Noncommissioned Officer. Course (BNCOC)

BNCOC provides tactical, technical, and leader training to prepare NCOs at the squad leader, section leader, tank commander, or weapons system leader level to lead and train soldiers. All BNCOCs are conducted in a live-in learning environment.

a. Combat Arms BNCOC are taught in regional NCOAs as shown in table D-3.

(1) Course length varies by MOS. Local commanders are permitted to conduct a 1-week add-on to the POI for the purpose of addressing unique unit requirements.

(2) Prerequisites for selection are listed in DA Pam 351-4 and paragraph 5-14 this regulation.

(3) SGTs and SP/4(P)/CPL(P) must be either AC or RC PLDC graduates and serve in the unit a minimum of 6 months between PLDC completion and a BNCOC class start date.

(4) Graduates will be given the NCO education code "W" in item 42 of DA Form 2 (Personnel Qualification Record--Part I).

(5) A math pretest must be successfully completed for courses 11C, 12B, and 13B-E-F. The pretest should be administered early enough to allow students that fail sufficient time to enroll in math-related remedial, instruction at a local education center.

b. Combat Support-Combat Service Support, BNCOC (BNCOC/CS-CSS). BNCOCs other than those listed in table D-3, are designated CS/CSS BNCOCs for ease of distribution only and are conducted in NCOAs collocated with TRADOC service schools. BNCOC/CS-CSS focuses on training the squad leader, section leader, and weapons/equipment systems specific leader.

(1) BNCOC/CS-CSS course length varies by MOS.

(2) MILPERCEN will select and schedule BNCOC/CS-CSS soldiers using the automated STRAMS-E2.

(a) Each quarter the enlisted master file (EMF) provides data to the Army Training Requirements and Resources System (ATRRS) on all soldiers with the ranks of SP/4(P)/CPL(P), SGT, and SSG.

(b) Based on attendance priorities, ATRRS will develop in Army-wide OML and review the available BNCOC/CS-CSS class seats 6 to 9 months away. These quotas will be equally distributed by MACOMs based on the number of eligibles on the OML.

(c) ATRRS provides the reservation list to MILPERCEN along with all other eligibles not scheduled for training. Within 10 days, MILPERCEN will screen for any projected assignment or their Career development.

(d) MILPERCEN then provides unit commanders with a candidate list based on distribution guidance from the MACOM. This list will consist of the following three parts:

1. *Part I. Reservations.* Personnel tentatively scheduled to attend BNCOC/CS-CSS with school dates 6 to 9 months away.

2. *Part II. Substitutions.* Personnel that may be substituted for personnel on the reservation list who have been deleted or deferred by the unit commander.

3. *Part III. Exclusion.* Personnel who are not eligible and the reason why; such as, a bar to reenlistment and records flagged.

(e) The unit commander must provide MILPERCEN a qualified substitute as soon as possible but not later than 60 days after the release of the candidate list if the selected soldier is unable to attend because of noneligibility. The substitute may be furnished at any level of MACOM chain of command.

(f) A soldier may be deferred by any commander in the grade of LTC or higher for operational reasons the first time. The reason for deferment will be provided to MILPERCEN (DAPC-EPT-FN), 2461 Eisenhower Avenue, Alexandria, VA 22331-0400 per the instructions on the STRAMS-E2 Roster LOI. Subsequent requests for operational deferments must be fully justified and submitted through command channels to MILPERCEN (DAPC-EPT-FN), 2461 Eisenhower Avenue, Alexandria, VA 22331-0400. The request may be disapproved at any level of MACOM chain of command. Requests for compassionate deferments will be processed under paragraph 5-28.

(g) Upon successful completion of BNCOC/CS-CSS, ATRRS will update the EMF by awarding an NCOES code of "W."

c. Candidates must meet the physical fitness and weight standard outlined in AR 350-15 and AR 600-9.

d. BNCOC-RC is conducted by ARNG State academies and USARF schools. Prerequisites for BNCOC-RC are listed below. State adjutants general and CONUSA commanders may establish additional requirements. Candidates must—

(1) Be a member of the RC.

- (2) Be in the grade of SGT or SSG. A waiver will not be considered.
- (3) Be able to demonstrate technical and tactical skills.
- (4) Be recommended by unit company commander.
- (5) Meet weight and physical fitness standards outlined in AR 350-15 and AR 600-9. (Note. The above prerequisites may not be amended by local requirements.)

Section V

Advanced Level Training

5–19. General

The advanced level of NCO training prepares DA-selected staff sergeants and sergeants first class for leadership positions at platoon sergeant level. The course provides a common leadership core of instruction and CMF/MOS specific skill training. Training at the ANCOC level emphasizes the skills that complement the NCO's commissioned officer counterpart. ANCOC and the Officer Basic Course (OBC) are linked through common doctrine focused on the roles of officers and NCOs on the battlefield at platoon level.

5–20. Advanced Noncommissioned Officer Courses

a. The Advanced Noncommissioned Officer Course (ANCOC) is conducted in a live-in environment at NCOAs colocated with the proponent service school. Course lengths vary by MOS.

b. Personnel to attend ANCOCs are—

- (1) Selected by a DA board for AC personnel.
- (2) Centrally managed by MILPERCEN (DAPC-EPT-FN).

c. ANCOC selection and eligibility are shown below.

- (1) The SFC/ANCOC Selection Board will evaluate personnel for attendance.
 - (a)* Time-in-grade criteria will be announced by MILPERCEN (DAPC-MSP) before each board convenes.
 - (b)* Individuals selected for ANCOC will attend the course.
- (2) Personnel selected for promotion to SFC who have not previously attended ANCOC will be scheduled to attend the course.

d. Candidates must meet the physical fitness and weight standards outlined in AR 305-15 and AR 600-9. Soldiers over 40 must complete medical screening at the local installation before attending ANCOC. The soldier will hand carry a copy of the medical screen with results to the service school. Other requirements, such as physical examinations and security clearances, are discussed in DA Pam 351-4.

e. Scheduling and attendance procedures are discussed below.

(1) Scheduling of soldiers selected to attend ANCOC is the responsibility of MILPERCEN (DAPC-appropriate career branch). Soldiers selected will be scheduled consistent with policies specified in this regulation and appropriate assignment instructions. Once selected for attendance, and if eligibility is maintained, personnel will remain in a selected status until they have attended the course.

(2) TDY attendance at ANCOC and subsequent return to an OCONUS home station is authorized provided—

- (a)* Total OCONUS overseas tour length exceeds 13 months.
- (b)* The soldier will have a minimum of 6 months remaining in the command after completing the course.
- (3) Active component soldiers must attend an active component ANCOC to receive education code “S.”
- (4) ANCOC is a prerequisite for promotion to MSG.

f. The Advanced Course for RC NCOs is taught in USARF schools and ARNG NCOAs.

g. Prerequisites for ANCOC/RC are listed below. State adjutants general and CONUSA commanders may establish additional prerequisites. Candidates must—

- (1) Be a member of the RC.
- (2) Be in the grade of SSG or SFC, waivers will not be considered.
- (3) Be able to demonstrate technical and tactical skills.
- (4) Be recommended by the unit commander.
- (5) Meet height, weight, and physical fitness standards outlined in AR 350-15 and AR 600-9.

Note. Above prerequisites may not be amended by addition of local requirements.

Section VI

Senior Level Training

5–21. General

The senior level of training prepares selected soldiers for MSG, Staff SGM, and CSM duties (SL5).

5-22. U.S. Army Sergeants Major Course (USASMC)

The USASMC trains selected soldiers for positions of responsibility throughout the defense establishment.

a. The USASMC is the capstone of enlisted training. MSGs and SGMs are prepared for both troop and staff assignments. The USASMC is a prerequisite for appointment to the duty position of command sergeant major (CSM).

b. Course objectives are listed below:

- (1) To prepare students to assist in the solution of command problems.
- (2) To enhance the senior NCO's ability to develop and maintain discipline in the Army.
- (3) To instruct students in tactical, administrative, and training operations.
- (4) To update students on contemporary Army problems.
- (5) To improve personal communication skills.
- (6) To develop intellectual depth and analytical ability.
- (7) To enhance the student's understanding of military resource management practices and organization effectiveness techniques.
- (8) To sustain the high level of physical conditioning and appearance standards of students under AR 350-15 and AR 600-9.

(9) To prepare students to develop and train physical readiness training as outlined in FM 21-20.

c. The United States Army Sergeants Major Course (USASMC) taught at the USASMA, Fort Bliss, TX.

d. Course length is 22 weeks in a PCS status.

e. Current prerequisites for selection are listed below.

(1) Be a master sergeant or 1SG (E8) with at least 1 year- time in grade as of 1 August, but not more than 5 years time in grade as of 31 July of the calendar year the USASMC Selection Board convenes. OCAR or CNGB may waive this for USAR and ARNG personnel.

(2) Have 23 years or less TIS as of 31 August of the calendar year following the calendar year in which the USASMC Selection Board convenes. OCAR or CNGB may waive this for USAR and ARNG personnel.

(3) Have not submitted an application for retirement.

(4) Have not been denied reenlistment through locally imposed bar or DA bar.

(5) Have not been selected for the USASMC Corresponding Studies Program by any previous board.

(6) Have not been previously selected and declined the USASMC resident course or Corresponding Studies Program.

(7) Have not previously completed a DA Form 4991-R (Declination of Continued Service Statement)

f. Selected personnel must meet the following prerequisites prior to attendance:

(1) Personnel must have reenlisted or extended current enlistment to satisfy the 19-month service remaining requirement in accord with AR 614-200.

(2) USAR personnel must reenlist or extend current enlistment to satisfy 2-year service remaining obligation in accord with AR 135-200.

(3) Candidates must meet the physical fitness and weight standards outlined in AR 350-15 and AR 600-9. Soldiers over 40 will have completed medical screening at the local installation prior to attendance.

g. Selectees will take the Test of Adult Basic Education (TABE) Level D, Reading and English, at their local Army education center. Individuals scoring below 12th grade level are encouraged to enroll in an Advanced Skills Education Program (ASEP) prior to course attendance.

h. All soldiers eligible for selection must submit an acceptance/declination statement to U.S. Army Enlisted Records and Evaluation Center (USAEREC) during the period established by the selection board announcement. Persons selected who are later determined to be unavailable will be deferred for attendance at the next class following termination of the unavailable status.

i. Selection procedures are shown below:

(1) Active Army personnel will be notified of selection by MILPERCEN (DACP-EPT-FN) annually. Students selected will submit to MILPERCEN (DAPC-EPT-FN) copies of their updated DA Form 2A (Personnel Qualification Record Part I--Enlisted Peacetime), DA Form 2-1 (Personnel Qualification Record--Part II), And DA Form 2635 (Enlisted Preference Statement) within 30 days of either of the following:

(a) Release of the selection list for primary selectees.

(b) Activation for alternates.

(2) Acceptance of USASMC attendance constitutes an approved reassignment to Fort Bliss, TX. Retirement application in place of PCS orders must be submitted within the period established by the announcement of the selection board results.

(3) ARNG personnel apply to and are selected by a board convened by the CNGB. (See NGR 351-15 for application and selection procedures).

(4) USAR personnel apply to and are selected by a board convened by the CAR. USAR NCOs (except AGR personnel) will use DA Form 1058-R (Application for Active Duty for Training and Annual Training for Members of

the Army Reserve) to apply for the resident course. The CAR will furnish acceptance dates annually and issue additional instructions to include application procedures for AGR soldiers. Applications will be processed through the USAR chain of command.

j. Selected senior Army NCOs may be sent to the U.S. Navy (USN) or U.S. Air Force (USAF) Senior NCOAs in lieu of the USASMC.

(1) Objectives of both courses parallel those of the USASMC.

(2) Locations are as follows:

(a) USN Senior NCOA is at Newport, RI with course length 9 weeks.

(b) USAF Senior NCOA is at Gunter Air Force Base (AFB), AL, with course length 8 weeks,

(3) Prerequisites for attendance are listed in e above.

(4) Only those Active Army NCOs designated as primary selectees for the USASMC resident phase will be considered for attendance. Soldiers must indicate their desires to attend the sister service academies to the selection board on the acceptance statement indicated in h above. The USASMC selection board conducted at Fort Benjamin Harrison will select soldiers to attend the sister academies from among those approved for resident course attendance.

(5) Satisfactory completion of either school qualifies the attendee for NCOES credit for USASMC attendance.

k. USASMC, USN, and USAF Senior NCOA graduates will be given the NCO education code "A" in item 42 of DA Form 2.

5-23. USASMC Corresponding Studies Program

a. The objective of the USASMC Corresponding Studies Program is to make senior level military education available to selected NCOs.

b. The scope of the program is as follows:

(1) The Corresponding Studies Program—

(a) Closely parallels the content of the resident course.

(b) Is designed to be completed in 2 years or less.

(c) Consists of four corresponding studies phases and a 2-week resident phase.

(2) The curriculum is organized into four primary areas of study as follows—

(a) Military studies.

(b) National security affairs.

(c) Leadership and human relations.

(d) Resource management.

c. The resident phase of the USASMC Corresponding Studies Program is outlined below.

(1) The resident phase is conducted each year during July.

(a) A student must complete all four corresponding studies phases of course work approximately 90 days before the planned resident phase; this will allow sufficient time for administrative processing.

(b) A formal graduation is conducted on the last day of the 2-week resident phase.

(2) MILPERCEN (DAPC-EPT-FN) will provide assignment instructions for all AC NCOs eligible to attend the resident phase.

(3) Principles and concepts learned through individual study in the corresponding studies phase are applied during the resident phase. This is done through seminars and committee work that examine and develop solutions to contemporary problems.

(4) Instructions concerning attendance of ARNG and USAR personnel in the resident Phase will be announced by the CNGB and the CAR on notification by the Commandant, USASMA of students' eligibility to attend.

d. Qualifications for enrollment apply as follows:

(1) *Component.* Regular Army NCOs in active status; USAR and ARNG NCOs.

(2) *Grade.* SFC(P), MSG/1SG, SGM. Waivers will not be granted to SFC(P) personnel who do not maintain promotion list standing.

(3) *Service.* Soldier must have completed 23 years or less service; this is waivable by the general court-martial convening authority up to 27 years as of the class starting date.

(4) *Remaining service obligation.* None.

(5) *Security clearance.* None.

(6) *Age.* No limitation.

(7) *Physical fitness and weight standards.* As prescribed in AR 350-15 and-AR 600-9.

e. NCOs who decline the resident USASMC after selection are not eligible for the Corresponding Studies Program.

f. Application procedures are outlined below.

(1) Active Army and extended active duty RC soldiers will submit their application on a DA Form 4187 (Personnel Action) through their immediate commander to MILPERCEN (DAPC-EPT-FN). The personnel service center (PSC) will attach a current copy of the soldier's DA Forms 2A and 2-1 and review the application for compliance with the

MILPERCEN message announcing the selection board. Third party letters of recommendation on behalf of the applicant are not authorized. Application will be made no earlier or later than the date set forth in the MILPERCEN message announcing the selection board.

(2) USAR NCOs will apply on DA Form 145 (Army Correspondence Course Enrollment Application) through channels to HQDA (DAAR-TRS), WASH DC 20310-2418. The CAR will issue instructions each year on new information needed and dates of acceptance.

(3) ARNG NCOs will apply to NGB as prescribed in NGR 351-15.

(4) Members of the chain of command are responsible for counseling prospective applicants. The applicant's immediate commander will personally endorse the application and comment on the service member's abilities, motivation, availability of sufficient time to devote to course work, personal affairs, overall potential for successful completion of the course.

g. Selection procedures are discussed below.

(1) Following the deadlines for respective Components, appropriate HQDA agencies will verify eligibility and determine relative qualifications of all applicants. Selection responsibilities are as follows:

(a) *HQDA selection board.* All Active Army and RC NCOs on extended active duty.

(b) *CNGB.* ARNG NCOs not on extended active duty.

(c) *CAR.* USAR NCOs not on extended active duty.

(2) NCOs will be notified of selection or nonselection by HQDA through appropriate channels. Nonselection does not preclude eligible applicants from reapplying in subsequent years. New applications are required from nonselectees for each selection process.

(3) Army agencies in (1) above will provide USASMA with the name, grade, MOS, social security number, mailing address, and security clearance of each selected NCO by 15 March each year.

(4) Soldiers submitting an application for the corresponding studies program, who are also in the zone of consideration for the resident course will be considered for the resident course first, unless they specifically decline consideration. This procedure allows eligible soldiers to compete twice for USASMC during the same board.

h. ARNG personnel apply and are selected by a board convened by the CNGB, USAR personnel apply and are selected by a board convened by the CAR.

i. Disenrollment procedures are shown below.

(1) A student may be disenrolled by the Commandant, USASMA for any of the following reasons:

(a) Academic failure.

(b) Cause.

(c) At the student's own request.

(d) Lack of academic progress.

(2) Requests for voluntary disenrollment will be considered on a case-by-case basis and only for cogent or compassionate reasons. A student may be reinstated by the Commandant, USASMA. Requests for disenrollment or reinstatement will be forwarded through command channels to the Commandant, USASMA.

j. Deferral procedures are as follows:

(1) A student may request deferral to a later class for cogent reasons.

(2) Requests for deferral will be forwarded through command channels to the appropriate agency.

k. Procedures for awarding credits are shown below.

(1) Upon completion of the Corresponding Studies Program, the student will be awarded a diploma by the Commandant, USASMA.

(2) An appropriate entry will be made on the individual's DA Form 2 and DA Form 2-1.

(3) Retirement point credit for ARNG and USAR NCOs not on extended duty will be credited at the rate of one point for every 3 credit hours of nonresident instruction satisfactorily completed. (See AR 140-185.)

(4) Graduates of the Corresponding Studies Program are given equal consideration with resident course graduates in all personnel management actions.

(5) The American Council on Education (ACE) Office of Educational Credit recommends that graduates of the Corresponding Studies Program receive 6 semester hours college level credit each in management, psychology or sociology, and international relations in the upper-division baccalaureate degree category, for a total of 18 semester hours.

Section VII

Nonresident Training Program

5-24. Extension training programs

Extension Training Programs (ETPs) will complement formal NCOES courses. ETPs support unit trainers, primarily with the training of tasks principally taught in the unit, and, secondly with the sustainment training of all tasks. Extension training courses for use by unit trainers and soldiers will be structured around duty positions and/or their

supporting subject areas and tasks. All extension training and materials will be task-based, meaning that they will be structured and identified by individual tasks or part-task (performance step/measure) as appropriate. Armywide, ETPs are provided through two delivery systems: correspondence (by mail) and through local Army learning centers. Correspondence delivery will be used for courses using printed materials. The delivery of extension training courses using multi-media courses will vary according to the training management concepts of proponent schools and the NCO training procedures within the unit. Types of ETPs supporting NCOES are discussed below:

a. SOJT. SOJT is individual training that occurs within the unit under the supervision of NCO trainers. Soldier training publications (STP) such as TGs and SMs specify the supporting resources (training extension courses, training circulars, and field manuals) trainers can use to train individual, mission-critical tasks.

(1) Proponent schools will develop correspondence courses (SOJT) wherein the supervisor enrolls the soldier, conducts the training while the soldier is on the job using job-related training materials, and gives proficiency tests using the plan and supporting materials developed by the proponent school. Resident NCOES course credit will not be given for completion of SOJT programs.

(2) Units may use such job-related training materials to implement an individual, formal SOJT training program for large numbers of soldiers during the same period.

b. Self-study (SS). SS programs are MOS/job related, but are normally unsupervised except for the administration of the final examination. MOS-existing correspondence courses available through the ACCP have been established to support SS programs. Proponent schools will redesign correspondence courses so that they teach SM tasks.

c. Precourse extension training. Those subjects and that knowledge which must be acquired outside the academic environment in preparation for the NCO course will be taught in precourse extension training. During inprocessing at the NCOES course, students will be given a diagnostic test to determine their individual level of competence. Extracurricular training will be prescribed, as appropriate, and successful completion will be required before graduation from the course.

d. Postcourse training. Extension training materials are provided for graduates of NCOES courses to support the following:

(1) Training in skills that cannot be effectively simulated in resident training or that are more efficiently acquired in the actual job environment.

(2) Training in courses not available in the resident course.

(3) Refresher training.

(a) Skills taught in resident NCOES courses.

(b) Other MOS skills is stated in TGs and SMs. Extension training that supports NCOES consists of the Army Correspondence Course Program (ACCP) and the AMEDD extension program.

e. Army Institute for Professional Development. The ACCP is administered by the Army Institute for Professional Development, U.S. Army Training Support Center, Fort Eustis, VA 23604. (The AMEDD extension program is established as a separate program, not under the AIPD). The AIPD—

(1) Provides policy and guidance to TRADOC schools in ACCP matters.

(2) Manages a computer-assisted, centralized student services program. This program will include enrollment, student counseling, grading, records maintenance, and administration of examinations.

(3) Produces, stores, and distributes training materials.

(4) Provides staff management of curricula, development, administration and evaluation.

5-25. ACCP enrollment/resident course credit

Enrollment in ACCP is accomplished under DA Pam 351-20.

a. Service members—

(1) Who receive a diploma or certificate of completion from a nonresident course and are subsequently selected for the resident course must attend.

(2) Who are enrolled in a nonresident course will attend the resident course if selected.

(3) Who receive a diploma or certificate of completion after reporting for the resident course will remain in the resident course.

b. Resident course credit will not be given for ANCOC ACCP completion.

Section VIII

Administration

5-26. Resident NCOES course credit for prior military education and/or training

Resident course credit may be obtained for AC NCOES courses by AC soldiers as follows:

a. Primary level. Requests must be sent to Cdr, TRADOC, ATTN: ATTG-I, FT Monroe, VA 23651-5000. Documents submitted in support of the request must outline, in as much detail as possible, the soldier's leadership training and experience. Requests will be forwarded by DA Form 4187, Personnel Action.

b. Basic and advanced levels. Requests must be sent to Cdr, MILPERCEN, ATTN: DAPC-EPT-FN, 200 Stovall Street, Alexandria, VA 22331-0400. Documents submitted in support of requests must substantiate the soldier's technical, MOS-related, as well as leadership, training. Requests will be forwarded by DA Form 4187.

c. Senior level. Senior level credit will not be grant for prior military training or experience:

5-27. Recognition of students

a. Graduates of NCOES courses will be awarded a diploma recognizing course completion.

b. Successful completion of NCOES courses will be indicated on personnel qualification records as prescribed in the following regulations:

(1) DA Form 2, item 42--AR 640-2-1 and NGR 640-2-1.

(2) DA Form 2-1, item 17--AR 640-2-1 and NGR 640-2-1.

c. Information will be reported in accord with DA Pam 600-8-2 and AR 680-29.

d. DA Form 1059 will be completed for students in accord with AR 623-1.

5-28. Deferrals

a. Soldiers who are qualified and are selected by proper authority to attend NCOES courses of instruction listed in paragraph 5-3c will attend, unless deferred by proper authority.

(1) Documentation required for compassionate deferments from NCOES courses to attend TDY en route to new duty station will be—

(a) Submitted through channels to MILPERCEN (DAPC-(appropriate career branch)), 2461 Eisenhower Ave, ALEX VA 22331-0400.

(b) Reviewed on a case-by-case basis under compassionate assignment criteria outlined in AR 614-200, chapter 3.

(2) Requests for compassionate deferments for soldiers attending ANCOC or BNCOC/CS-CSS courses in a TDY and return mode of training will be submitted through channels to MILPERCEN (DAPC-(appropriate career branch for ANCOC) or (-EPT-F (for BNCOC), 2461 Eisenhower Ave, ALEX VA 22331-0400.

b. ARNG and USAR personnel deferral requests will be processed under procedures set by the CNGB and the CAR.

c. Active Army personnel selected for USASMC attendance will attend the class for which selected. Exceptions will be granted on an individual basis for compelling compassionate reasons only. Requests for exceptions, fully justified and documented, will be submitted through command channels to MILPERCEN (DAPC-EPT-FN), 2461 Eisenhower Ave, ALEX VA 22331-0400.

5-29. Declinations

a. Active Army personnel eligible for selection to attend the USASMC who do not desire to attend will submit a statement of declination through command channels to the selection board.

b. Once the soldier is selected to attend the USASMC, a statement of declination will not be favorably considered.

c. ARNG and USAR declinations will be processed under procedures set by the CNGB and CAR.

d. Active Army personnel who accept USASMC attendance and subsequently desire to retire for compassionate reasons in place of attendance must submit their application as an exception to AR 635-200, paragraph 12-9. The request, including justification, will be submitted through command channels to MILPERCEN (DAPC-EPA-A), 2461 Eisenhower ALEX VA 22331-0400.

e. Declinations for other NCOES courses (PLDC, BNCOC, and ANCOC) will not be favorably considered.

5-30. Student elimination from NCOES courses

a. Students may be removed from NCOES courses by the service school or NCOA commandant before course completion for the following:

(1) Disciplinary reasons.

(2) Lack of motivation.

(3) Other valid reasons, such as illness or injury.

(4) Academic deficiencies.

b. Commanders and supervisors will initiate stringent enforcement procedures to ensure that all soldiers meet body fat standards before departing for professional military or civilian schooling. Personnel responsible for issuing TDY or PCS orders will include information in the orders that soldiers are responsible for reporting to their next duty station or school in a satisfactory physical condition, able to pass the APFT and meet weight/body fat standards. Those arriving at schools in an overweight condition will be denied enrollment except for soldiers TDY and return, or TDY en route to a PCS who, in the opinion of the school/commandant, can meet their body fat standard by the end of the course or within 30 days, whichever comes first. Overweight soldiers who do not meet their body fat standard within the probationary period will be disenrolled and will not graduate. An academic efficiency report (when required) will be annotated to indicate failure to meet body fat standards, and the appropriate career division will be notified soldiers in a TDY en route to PCS status.

- c. Failure of a student to maintain standards during the course may constitute an infraction of the UCMJ or may simply indicate a lack of motivation or aptitude.
- (1) Students whose actions during the training constitute a violation of the UCMJ may be—
 - (a) Suspended or dismissed from the course.
 - (b) Reported to the commander exercising court-martial authority.
 - (2) Students whose actions demonstrate a probable lack of motivation will be counseled by the following:
 - (a) Training supervisor.
 - (b) Senior NCO (CSM or 1SG) of their parent unit, where possible.
 - (3) If the student is considered for disenrollment for motivational, disciplinary, or academic reasons, and the reasons are adequately documented to sustain elimination action, the following procedures apply.
 - (a) Notify the student in writing of the proposed action, basis for the action, consequences of disenrollment, and right to appeal. (Appeal must be submitted within 2 days after receipt of the written notification.)
 - (b) Obtain from the student an indorsement acknowledging that a counseling session was held and that an elimination notice was received. The indorsement also must indicate the student's intent with regard to appeal.
 - (c) Appeals by PLDC, BNCOC, or ANCOC students will be forwarded to the commandant of the NCOA. The NCOA commandant will refer the appeal for final action to a disinterested sergeant major (E9), appointed by the General Court Martial convening authority, who is not assigned to the NCOA involved. The appeal will be reviewed by a judge advocate prior to final action by the sergeant major. All appellate actions will become part of the Student's case file.
 - (d) Appeals for USASMC students (resident and nonresident courses) will be forwarded through the Commandant USASMA to the General Court Martial convening authority for final action.
 - (e) Soldiers who have elected to appeal will remain actively enrolled in the course pending disposition of the appeal. However, as an exception to this policy, soldiers who are disrupting the normal day-to-day operation of the course will be released immediately.
 - (4) Individuals eliminated for disciplinary reasons, lack of motivation, or failure to master tasks at sufficient speed to meet course training objectives will have the matter recorded on their DA Form 1059 under AR 623-1.
 - (a) Soldiers eliminated for cause may, by appropriate authority, be removed from the Army standing promotion list, barred from reenlistment, receive nonjudicial punishment, or be reclassified.
 - (b) Soldiers eliminated from USASMC for other cogent reasons will not be eligible for reentry into the course.
 - (c) Soldiers eliminated from ANCOC for other than academic reasons may request reenrollment after a period of 1 year. Requests will be routed through command channels to Commander, MILPERCEN (DAPC-EPT-FN) 2461 Eisenhower Ave, ALEX VA 22331-0400. The immediate commanders must specifically recommend approval or disapproval and indicate reasons for their recommendation. Commanders in the grade of LTC or above may disapprove requests without forwarding the case to a higher level of command.
 - (d) Soldiers eliminated from PLDC and BNCOC for other than academic reasons will not be eligible for further NCOES training for a period of 6 months.
 - (e) A student eliminated for academic deficiency from NCOES courses (other than the USASMC), may re-enter the course when both the unit commander and the school commandant determine that the student is prepared to successfully complete the course. For those courses where scheduling is accomplished by MILPERCEN, the school commandant will notify the appropriate career management branch of the recommendation that the soldier be rescheduled for training.
 - (f) Personnel eliminated from NCOES courses (PLDC/BNCOC) who are allowed to attend a second time must start at the beginning of the course upon reenrollment.
 - (g) Students who fail to meet established HQ TRADOC test standards through three separate evaluations (i.e., original test and two retests), each followed by reinforcement training, and reviewed by the NCOA commandant, will be dismissed from training for academic deficiency. These soldiers may be considered by their chain of command for reclassification or retraining in another MOS.
 - (h) Soldiers who pass a retest will be given credit for passing at the minimum HQ TRADOC established passing score regardless of the actual retest grade.
 - (i) Hands-on testing is encouraged and should be used as often as practical. Proponents will determine the best mix hands-on and other type testing.
 - (j) An end-of-course comprehensive test (EOCCT) will be administered in all BNCOCs and ANCOCs. There is no EOCCT in PLDC or the USASMC.
 - (5) Disenrollment for illness, injury, compassionate transfer, or other reasons beyond the control of the individual will be made without prejudice. The NCOA will provide a written statement to the soldier's unit, stating the reason for termination, and the soldier will be eligible for reenrollment as soon as convenient.
 - (6) ARNG soldiers on full-time training duty (title 32, USC) do not fall under the UCMJ. Appropriate disciplinary action should be taken in coordination with the State adjutant general concerned.

d. Individuals may be removed for cause or substandard performance of duty from ANCOC or USASMC selection lists under the following procedures:

- (1) Removal action may be initiated by any commander in the individual's chain of command.
- (2) A removal action must contain a statement that the individual has been—
 - (a) Notified in writing of the proposed action.
 - (b) Informed of the consequences of removal.
 - (c) Afforded a reasonable period of time (generally not less than 5 working days) in which to submit matters in rebuttal.
- (3) A removal action must be approved by an officer exercising general court-martial authority over the individual.
- (4) Approved removal actions must be electronically reported to MILPERCEN (DAPC-EPT-FN), 2461 Eisenhower Ave, ALEX VA 22331-0400. The following information will be forwarded:
 - (a) Name.
 - (b) Social security number.
 - (c) Date of removal.
 - (d) Brief synopsis of reasons for removal.

5-31. Promotion points

Individual promotion points will be awarded by the servicing PSC and entered on the DA Form 3355 (Promotion Point Worksheet) for AC and RC NCOES. Promotion points for RC NCOES courses (as explained in this regulation) successfully completed and appropriate for the soldier's current grade and PMOS or career PMOS will be awarded under the two-promotion-points-per-week provision of DA Form 3355.

5-32. Physical fitness and weight standards

Soldiers attending NCOES courses must meet the physical fitness and weight standards outlined in AR 350-15 and AR 600-9. Soldiers over 40 must be medically screened before attending an NCOES course and must hand carry the completed medical screen report to the NCOA. Actions to be taken in the event a soldier reports to an NCOES course overweight are covered in paragraph 5-30b.

5-33. Profiles

- a. Soldiers with temporary profiles that prevent full participation in a course will be removed from order of merit lists by their immediate commanders until the temporary profile is removed.
- b. Soldiers who have permanent (Category II) profiles are eligible to attend appropriate NCOES courses. They must meet course prerequisites up to the limits of their profile.
- c. Soldiers who have permanent (Category III and IV) profiles must have been before a medical screening board prior to attending NCOES. Soldiers who have not been medically screened and classified with appropriate limitations will not attend courses. (Commander certification may be valid in exceptional cases.) Soldiers who have been before a medical screening board, awarded medical limitations, and allowed to retain their MOS will be eligible to attend appropriate NCOES courses and required to meet course prerequisites up to the limits of their profile.

5-34. Assignment and utilization of NCOES graduates

NCOES graduates will be assigned and utilized under AR 600-200, chapter 3.

Section IX

Programming, Budgeting, and Funding

5-35. Programming and budgeting

- a. The DCSOPS will exercise overall supervision for programming, budgeting, and funding activities to support NCOES: exceptions are for AMEDD courses administered by TSG.
- b. The CG, TRADOC, the CG, HSC, and the CG, FORSCOM will program and budget resources required to operate NCOES at their respective CONUS installations. The CG, FORSCOM will program and budget for NCOES in Alaska and Panama.
- c. OCONUS MACOM commanders will program and budget funds required for operation of primary And basic level NCOES courses conducted within their respective commands.
- d. MACOM commanders will program and budget for TDY and return travel related to PLDC and BNCOC/CA.
- e. The DCSPER will program and budget for TDY in connection with PCS travel for the following:
 - (1) BNCOC/CS-CSS, ANCOC, USASMC.
 - (2) The resident phase of the Corresponding Studies Program (USASMC).
- f. The CNGB and the CAR will program and budget for resources needed to support the RC NCOES program.

g. The CG, HSC will program and budget for TDY and return travel related to AMEDD basic NCOES. The USAHPSA will program and budget for AMEDD personnel attending PLDC training.

5-36. Funding

a. TDY and travel costs connected with PLDC and BNCOC NCOES attendance will be defrayed under DA Pam 351-4.

b. AMEDD TDY and travel costs for USAR attendees will be provided by the CAR. Travel funds, per diem, and other incidental costs for ARNG personnel will be provided by the CNGB.

c. Fund citations for costs associated with ANCOC and USASMC attendance will be provided by TAG, the CNGB, or the CAR. Fund citations for costs associated with AMEDD BNCOC will be provided by the AHS or other AMEDD activity conducting the course.

d. TDY and travel costs for AMEDD professional postgraduate short courses will be provided by the USAHPSA.

Section X

NCO Accreditation Program

5-37. General

The accreditation program for NCOAs worldwide conducting PLDC, BNCOC, and ANCOC serves to foster the Army goal of achieving NCO training excellence and focuses on standardization in training and training-related matters, not merely compliance in the regulatory sense.

5-38. Authority

a. The CG, TRADOC is the accreditation authority for NCO training programs worldwide. This responsibility requires that CG TRADOC evaluate, monitor, and assist NCOAs (including AHS schools).

b. FORSCOM and USARPAC (in coordination with CAR) and the CNGB should evaluate USARF schools and ARNG NCOAs, respectively, using this section and 351-series DA circulars as a guide. Authority to evaluate may be delegated to CONUSA/TAG.

5-39. Accreditation procedures

a. An accreditation team will evaluate for accreditation purposes an NCOA—

- (1) Upon establishment
- (2) At a minimum of every 2 years thereafter.

b. The team will consist of—

(1) A team chief and subject matter expert (SME) from HQ, TRADOC, Enlisted Training Directorate, Office of the Deputy Chief of Staff for Training.

(2) Representatives from the appropriate integrating center for each BNCOC/CS-CSS and ANCOC course.

(3) Representatives from the appropriate proponent for PLDC and each BNCOC/CA and the MACOM that supports the NCOA.

(4) A representative from the U.S. Army Sergeants Major Academy.

c. The schedule of accreditation visits will be—

- (1) Announced in advance.
- (2) Coordinated with the appropriate MACOM/NCOA.

d. Assistance visits by the course proponents are appropriate, provided they are scheduled to be conducted a minimum of 6 months before the official accreditation. Visits must be requested and coordinated by the NCOA through their MACOM.

5-40. Accreditation guidelines

The accreditation evaluation will provide an assessment of the NCOA using the checklists in 351-series DA Circular.

5-41. Accreditation visit findings and actions required

a. The NCOA accreditation team chief will provide a written report of findings and actions required to the commandant or his or her designated representative prior to the team's departure. He will also provide a tentative recommendation on accreditation. The final accreditation decision rests with the CG TRADOC.

b. If all NCOA courses of instruction are accredited, i.e., no deficiencies or minor shortcomings which have a significant impact on training, HQ, TRADOC will furnish an accreditation letter and certificate through command channels.

c. If minor deficiencies are found that have a significant impact on training, accreditation will be withheld pending receipt of actions taken by the NCOA to correct shortcomings. A letter of corrective actions will be forwarded through command channels to Cdr, TRADOC (ATTN: ATTG-I), Fort Monroe, VA 23651-5000, to arrive no later than 60 days

after receipt of the letter of findings. An accreditation certificate will be furnished through command channels following receipt of the letter of corrective action.

d. If major deficiencies are found that significantly impact on training, HQ, TRADOC will furnish a letter of findings through command channels rescinding the NCOA's accreditation. A report of corrective action accomplished by the NCOA will be forwarded through command channels to Cdr, TRADOC (ATTN: ATTG-I), Fort Monroe, VA 23651-5000. It must arrive no later than 60 days after receipt of a letter of findings. A follow-up accreditation assessment will be conducted by HQ, TRADOC within 9 months following loss of accreditation.

Chapter 6

Noncommissioned Officer

Academies

Section I

General

6-1. Mission

The mission of the Noncommissioned Officer Academy is to provide NCOES training to qualified soldiers.

6-2. Objectives

Objectives of the NCOA are to—

- a.* Train soldiers in fundamentals and techniques of leadership and MOS-specified critical tasks at the appropriate skill level.
- b.* Prepare soldiers to train their subordinates.
- c.* Offer soldiers increased career educational opportunities.
- d.* Instill in soldiers—
 - (1) Increased self-confidence.
 - (2) A sense of responsibility which further enhances their ability as leaders.

6-3. Establishment of NCOAs

NCOAs in all commands are established by—

- a.* MACOM commanders.
- b.* The CNGB, together with CG, TRADOC and State adjutants general.
- c.* CAR, together with CG FORSCOM.

Section II

Responsibilities Concerning NCOAs

6-4. Deputy Chief of Staff for Operations and Plans

The DCSOPS will establish broad policies and plans pertinent to the following:

- a.* Development and operation of NCOAs.
- b.* Reporting of FY training loads.
- c.* Coordination of resource allocation for the Army Staff.

6-5. Commanding General, U.S. Army Training and Doctrine Command

The CG, TRADOC will—

- a.* Be the POI proponent for NCOES instruction programs conducted at NCOAs worldwide.
- b.* Establish quality control of NCOA training programs worldwide.
- c.* Evaluate NCOAs, in coordination with the concerned MACOM, to verify compliance with TRADOC-approved POIs and to ensure instructional standards.
- d.* Serve as the accreditation authority for NCOA training programs worldwide.
- e.* Coordinate with MACOMs MILPERCEN, and HQDA to develop NCOA staffing tables.
- f.* Conduct NCOA NCOES instructional programs OCONUS at selected installations.
- g.* Institute “state of the art” training concepts that will improve—
 - (1) Instruction.
 - (2) Training management.
 - (3) Student quality.

h. Assist MILPERCEN and HQDA, together with FORSCOM, in the development of CONUS annual training requirements (ATRs).

6-6. Commanding General, U.S. Army Health Services Command

The CG, HSC will—

- a.* Conduct NCOA instructional programs in CONUS at the AHS under the approved HQDA (DASG) POI.
- b.* Monitor class input and NCOES instruction quality control.

6-7. Other MACOM commanders

Other MACOM commanders, in their respective NCOAs, will—

- a.* Conduct NCOES courses according to TRADOC POIs in the AC or RC version.
- b.* Apportion ATRs to the NCOA and provide quota control monitoring of the following:
 - (1) Class input.
 - (2) NCOES instruction quality control.
- c.* Ensure proper timing of attendance at the NCOA courses of all eligible personnel under NCOES course selection procedures outlined in paragraph 5-12.
- d.* Ensure that all soldiers are aware of NCOES and of its importance to their professional development and career progression.
- e.* Ensure that soldiers at installations or posts without an NCOA are programmed to attend PLDC and BNCOC/CA courses at the designated regional NCOA (app D).
- f.* Ensure that, for installations or posts with NCOAs, the PLDC and BNCOC/CA ATR is proportionally distributed through the NCOA region to ROTC; the CONUS Recruiting Command; tenant units; and to separate units or detachments that have soldiers with PMOS for which training is provided.
- g.* Program and budget to provide sufficient funds for student TDY to regional NCOAs.
- h.* Prepare soldiers to attend NCOA courses under paragraph 5-12; this preparation will include physical conditioning and course prerequisite testing as required.
- i.* Program resources to support all NCOA courses conducted within the MACOM.
- j.* Review NCOA curriculums and modify them only to the extent that worldwide basis standardization of the course remains uncompromised. Any changes will be approved by CG, TRADOC.
- k.* Provide additional resources that are required when curriculum modifications exceed the basic course design with allowable add-on instruction.

6-8. Chief, National Guard Bureau

The CNGD will establish NCOAs and conduct RC NCOES courses as necessary, in accord with this regulation.

Section III

NCOA Training

6-9. NCOA regions

To ensure that all soldiers are provided the opportunity to attend available PLDC and BNCOC/CA courses, the training base has been divided into geographic NCOA training regions. (See app D.)

6-10. Programs of Instruction

- a.* NCOA courses will not award an MOS, an ASI, or a higher skill level. Courses offered in NCOA will emphasize the training of students to train subordinates (“train to train”).
 - (1) NCOA courses will also develop leadership and training management skills which focus on the following:
 - (a) Senior and subordinate relationships.
 - (b) Needs of the soldier.
 - (c) Discipline.
 - (d) Counseling.
 - (e) Techniques of soldier motivation.
 - (2) Training objectives will focus on the student’s ability to cope with a wide variety of leadership problems.
 - (3) Basic level courses include MOS-specific training and prepare the soldier to perform the duties of the leader at the next higher skill level.
- b.* Active Army NCOAs provide one or more of the courses listed below:
 - (1) PLDC.
 - (2) BNCOC/CA.
 - (3) BNCOC/CS/CSS (taught at proponent schools only).
 - (4) ANCOC (taught schools only).

c. ARNG NCOAs and USARF schools provide the following NCOES courses for RC, as directed by the MACOM commander or State adjutant general:

- (1) PLDC-RC.
- (2) BNCOC-RC
- (3) ANCOC-RC

d. NCOA NCOES course information is provided in chapter 5, sections III through VII.

6-11. Standards

a. Students attending NCOA courses will be placed in a live-in learning environment. Students will maintain high standards in the following:

- (1) Military courtesy.
- (2) Military conduct.
- (3) Physical fitness.

b. The level of discipline maintained by NCOAs must not, however, interfere with the learning environment. Treatment of students will reflect favorably on the following:

- (1) Image of the Army.
- (2) Objectives of the NCOA. (See para 6-2.)

Section IV

NCOA Administration

6-12. Conduct of instruction

a. NCO instructors will be graduates of a course equivalent to or higher than the one they are teaching. All instructors will be graduates of an instructor training course. This training course must prepare the instructor/group leader.

- (1) For small group instruction.
- (2) To perform as a role model.

b. Small group instruction (SGI) is the desired method of training when feasible. SGI differs in several ways from traditional instruction in that it—

(1) Improves the learning environment through increased instructor-student and student-student interaction. Normally, the small group method requires dedicating several instructors to a specific class or section. These instructors/group leaders provide most of the instruction to their students and serve as role models throughout the course.

(2) Shifts the teaching methodology from “what to think” to “how to think.”

(3) Facilitates role modeling, counseling, coaching, and team building and provides for personal interaction between students and instructors.

(4) Enables sharing of the instructors’ experiences and lessons learned with their students.

(5) Fosters long-term professional relationships.

(6) Encourages greater tactical and technical competence on the part of the instructor.

(7) Fosters self-learning through group participation.

(8) Improves the student’s communicative skills.

c. NCOA commandants will—

(1) Use students who do extremely well on diagnostic tests as student assistant instructors and tutors.

(2) Recognize these individuals for their contributions with appropriate comments on their AERs.

(3) Use hands-on training as much as possible for both CLT and MOS training.

d. All performance-oriented classroom and field training will be critiqued by students.

e. All training should be as realistic as possible. Instructional materials, facilities, and equipment usage should support realistic training scenarios. The equipment required for instruction must be up to date and available in adequate quantities. The condition and maintenance of all equipment and facilities should be exemplary to ensure proper training and safety.

f. Tasks that must be performed in a field environment should be trained in the field.

6-13. Designation of academies

a. NCOAs located on FORSCOM, TRADOC, and overseas MACOM installations will be designated U.S. Army (major installation or division/corps/Army) Non-commissioned Officer Academy; for example, U.S. Army 1st Infantry Division Noncommissioned Officer Academy, Fort Riley, KS.

b. Combined NCOA/drill sergeant schools located on TRADOC installations will be designated U.S. Army Non-commissioned Officer Academy/Drill Sergeant School, (major installation); for example, U.S. Army Noncommissioned Officer Academy/Drill Sergeant School, Fort Knox, KY.

- c. The CNGB and the CAR will designate their schools as appropriate.

6-14. NCOA quota management

a. Installations, with the advice of NCOAs, will develop quota management plans to manage PLDC and BNCOC/CA course quotas. Quota management plans will be established under the ATR for each NCOES course taught at the respective NCOA. Management of NCOA course quotas is necessary to ensure the following:

(1) That all eligible soldiers in a particular NCOA region are given an equal opportunity for PLDC and BNCOC/CA attendance.

(2) That sufficient NCOs are trained to support the promotion flow.

b. Quota allocation plans will be designed to facilitate an equitable distribution of quotas to all units in the NCOA region.

6-15. Student evaluation

a. Student evaluation and critique methodology will be established for each NCOA POI to measure student proficiency in any given area. The NCOA cadre will—

(1) Evaluate the soldier in each leadership position occupied.

(2) Critique the soldier's performance against training objective standards.

b. Each student will submit an evaluation of the course upon completing the course.

c. When possible, the training standard will be observable and measurable. The soldier—

(1) Must attain the standard on a "Go/No Go" basis.

(2) Will be advised of required standards before beginning training for any tasks.

d. Student training records will be maintained on each NCOA student. These records will include:

(1) Academic evaluation sheets.

(2) Student observation reports.

(3) Counseling records.

(4) Leadership position evaluations.

(5) APFT results (for courses 56 days or longer).

(6) Peer ratings.

(7) Other student performance evaluation records.

(8) An Academic Evaluation Report (AER), DA Form 1059. This report will be completed Per AR 613-1. The AER assesses each soldier using the "whole person concept." Therefore, input is required from all instructors and evaluators with whom the student has had contact.

6-16. Accreditation of the NCOA training program

a. Each NCOA will be accredited—

(1) At its inception.

(2) Subsequently as time and resources permit (with a goal of once every 2 years).

b. NCOAs will be notified in advance of accreditation visits.

c. Accreditation procedures are outlined in chapter 5, section X and in DA 351-series circulars.

6-17. Recognition of students

See paragraph 5-27 for ways to recognize students.

6-18. Training reports

Data needed for the following will be submitted under AR 350-10.

a. Determination of policy.

b. Preparation of budget estimates.

c. Development, review, and analysis of training programs.

d. Measurement of training accomplishment against program objectives.

6-19. Programming and budgeting

a. The CG, TRADOC, the CG, FORSCOM, and overseas commanders will formally program and budget funds for conducting NCOES courses offered at NCOAs on their installations.

b. Each command will support all operational aspects of the NCOAs.

c. Installation base operations support will be furnished on a nonreimbursable basis under AR 37-49.

d. The Army Training Requirements and Resources System includes the ARPRINT. The ARPRINT—

(1) Identifies projected individual training requirements for the Total Army.

(2) Reflects each NCOA training requirement.

- (3) Serves as the basis for formulating resource support for NCOA training loads.

Chapter 7

Selected Additional Qualification Training Courses

7-1. Ranger training

Ranger training is conducted by the U.S. Army Infantry School, Fort Benning, GA. The course purpose is to develop leadership and training skills of small unit leaders in a realistic tactical environment under mental and physical stress. Ranger training also provides practical experience in applying Ranger tactics/techniques (dismounted, airborne, airmobile, waterborne, and squad/platoon size patrolling operations). Commissioned officer graduates will receive a skill identifier; enlisted graduates will receive an SQI.

a. Eligibility.

- (1) Enlisted personnel. Ranger training is available on a voluntary basis for male enlisted personnel who are--
 - (a) Eligible for assignment to Category 1 units.
 - (b) Scheduled for ranger assignments.
- (2) Commissioned officer personnel. Ranger training is available on a voluntary basis for male officers commissioned in selected CA, CS, and CSS branches; these branches are identified by the Army Ranger Coding Study.
 - (a) Male CSS officer volunteers will be accepted for training strictly on a space available basis after all other qualified officer and enlisted personnel have been scheduled.
 - (b) RC soldiers who are not assigned to a Troop Program Unit (TPU) may only attend Ranger training as exceptions to policy as approved by the CAR.

b. Application.

- (1) Eligible male enlisted personnel volunteering for ranger training will submit applications under AR 614-200.
- (2) To attend in a TDY-and-return status, eligible male officer personnel will submit a letter application through channels to the Development Branch, MILPERCEN, DAPC-OPB-D, 200 Stovall Street, ALEX VA 22332-0400, under DA Pam 600-8.
- (3) Eligible RC personnel, officer and enlisted, will apply under AR 135-200.

7-2. Airborne training

Voluntary airborne training is conducted by the U.S. Army Infantry School, Fort Benning, GA. Its purpose is two-fold: to qualify volunteers in the use of the parachute as a means of deployment; and, through mental and physical training, to develop leadership, self-confidence, and an aggressive spirit. Graduates will receive an appropriate SQI/skill identifier.

a. Eligibility.

- (1) Enlisted personnel (both AC and RC) who hold an MOS authorized in an airborne unit may volunteer for airborne training. First priority is to the soldier on assignment to an airborne unit.
- (2) Commissioned officer personnel (both AC and RC) representing all branches and functional areas are eligible and may volunteer for airborne training.
- (3) Limited availability of training spaces makes attendance highly competitive. Space allocations are based on the percentage of authorized parachute positions, by specialty, in the Army.
- (4) Additionally, sufficient numbers of IRR volunteers may be selected for airborne training to meet mobilization requirements as determined by the CG, ARPERCEN.

b. Application.

- (1) Eligible enlisted personnel volunteering for airborne training will apply under AR 614-200.
- (2) Eligible commissioned officer personnel desiring to attend in a TDY-and-return status will submit letter applications through channels to the Development Branch, MILPERCEN, ATTN: DAPC-OPB-D, 200 Stovall Street, Alex, VA 22332 under DA Pam 600-8. Submit requests to attend in a TDY en route to PCS status directly to the appropriate career management branch, MILPERCEN.
- (3) Eligible RC personnel, officer and enlisted, will apply under AR 135-200.

7-3. Intelligence training

a. General intelligence and cryptologic/signals intelligence training will be managed according to policies and procedures that apply to all Army training. For skills common to two or more services which require similar training, an executive agent for DOD training may be appointed to conduct consolidated training. Normally, CG, TRADOC will be tasked to assume Army training executive agent responsibilities. Policies, procedures, and responsibilities of a training executive agent will be—

- (1) In accord with AR 351-9, Interservice Education and Training, and Army training regulations.

- (2) Coordinated within existing Army Command structures.
- (3) Closely coordinated with other Military Departments, Defense Intelligence Agency (DIA), and/or NSA/CSS to ensure the fulfillment of requirements, the technical adequacy of instruction, and joint service support.
 - b. DOD general intelligence and cryptologic training requirements are provided in DOD Directive 3305.2, DOD General Intelligence Training, and DOD Directive 5210.70, DOD Cryptologic Training.
 - (1) DOD Directive 3305.2 establishes the General Intelligence Training Council (GITC). The GITC is the senior level DOD body responsible for recommending overall management and direction of the DOD General Intelligence Training System (GITS). GITS supports operations contained in the General Defense Intelligence Program (GDIP) and Tactical Intelligence and Related Activities (TIARA) as further defined in DIA Regulation 24-11, General Intelligence Training System. Chaired by DIA, GITC membership includes representatives of the Services and the Defense Intelligence Agency.
 - (a) This directive provides for the establishment of the General Intelligence Training Advisory Committee (GITAC). Convened by the DIA and the Services, the GITAC provides for an in-depth corporate review and examination of general intelligence training issues. Established by the Training Director, DIA (TDD), GITAC also provides the principal mechanism for reviewing and assessing the technical adequacy and responsiveness of joint and executive agent training.
 - (b) The GITC and the GITAC serve as forums where policy matters and important issues on general intelligence training can be discussed by senior members. The principals on these committees are the TDD and representatives from each of the Services. Army representatives will be designated by HQDA.
 - (2) DOD Directive 5210.70 establishes a Cryptologic Training Council (CTC). This council serves as a forum where policy matters and important issues on cryptologic/SIGINT training can be discussed by senior members. The CTC principals are the Training Director, NSA/CSS and representatives from each of the Services. Army representatives on the CTC will be designated by HQDA. The Director, NSA/CSS fulfills the responsibility for technical adequacy of all DOD cryptologic/SIGINT training by—
 - (a) Development of cryptologic/SIGINT task and skill standards.
 - (b) Review of major course documents.
 - (c) Periodic reviews of disciplines conducted by the SIGINT Training Advisory Committee (STAC).
 - c. All Army general intelligence and cryptologic/SIGINT training requirements will be incorporated into the Army Program Objectives Memorandum (POM) and budget cycles of the General Defense Intelligence Program, Tactical Intelligence and Related Activities, or NSA Consolidated Cryptologic Program (CCP) as appropriate.
 - d. Procedures outlined in AR 1000-1 will be used to plan for and develop training for Army-acquired cryptologic/SIGINT systems and for training Army personnel in the support of national cryptologic operations. NSA/CSS training plans for an NSA/CSS-developed system are formulated in accord with an NSA/CSS circular which parallels AR 1000-1.

7-4. Language training

- a. *Foreign languages.* The Defense Foreign Language Program is designed to provide personnel with essential professional linguistic skills to meet specific Army requirements.
 - (1) Basic language training is provided through the Defense Language Institute/Foreign Language Center (DLI/FLC), Presidio of Monterey, CA. Training at the school requires full-time attendance. Courses are designed to provide the student with a minimum level of proficiency in listening, reading, and speaking.
 - (2) Nonresident training is conducted using DLI/FLC-approved materials at any of the following:
 - (a) Education centers.
 - (b) In units.
 - (c) Established language training facilities.
 - (3) Details of the management of the Defense Foreign Language Program are set forth in AR 350-20, AR 611-6, and AR 621-5.
 - (4) SQI "L" and an appropriate Language Identifier Code usually are awarded to graduates of DLI/FLC.
- b. *English as a second language (ESL) training.*
 - (1) ESL training is conducted at the Defense Language Institute English Language Center, Lackland AFB, TX for selected—
 - (a) Allied officer and enlisted personnel under the Security Assistance Program.
 - (b) U.S. enlisted and officer personnel who require ESL training.
 - (2) ESL instruction (including remedial reading, writing, and speaking courses) is conducted as follows:
 - (a) At the local command level through services offered by the Army Education Center for U.S. military personnel not proficient in English.
 - (b) In overseas commands for allied military personnel at international installations.

(3) ESL instruction at the local command level is provided under AR 621-5. ARNG and USAR personnel are eligible to attend these courses.

7-5. Equal opportunity training

The Defense Equal Opportunity Management Institute at Patrick AFB, FL conducts the 16-week equal opportunity (EO) training program and a 3-week Equal Opportunity Staff Course. Selected commissioned officers and qualified enlisted volunteers are provided with the skills and knowledge needed to assist the commander in increasing unit effectiveness and efficiency through improved racial harmony and EO. Personnel who successfully complete this training are awarded the appropriate ASI and SQI.

7-6. Nonresident instruction

a. Nonresident (correspondence) programs provide knowledge training in support of SOJT, SQT, and MOSIT, or technological knowledge required in support of work place learning. They are conducted by Army schools through the Army Institute for Professional Development (AIPD), U.S. Army Training Support Center, Fort Eustis, VA. These programs—

(1) Enable personnel of all Army components to obtain or further their military education.

(2) Provide education which must be completed as a prerequisite for promotion of ARNG and USAR personnel not on active duty.

(3) Accommodate and supplement skill progression and MOS functional courses. These courses provide for “training up” of soldiers to support duty position specific skills in career assignments prior to attendance at resident schools or when resident school is not available or feasible.

b. The AMEDD Extension Program and the Judge Advocate General Correspondence Course Program are established as separate programs not under the AIPD.

c. Successful completion of Army nonresident instruction is considered on an equal level of attainment with resident instruction.

7-7. Individual study

a. All persons are responsible for improving their professional knowledge. Skills can be updated through the following:

- (1) Nonresident instruction.
- (2) Seminars.
- (3) Group study.
- (4) Formal on-duty and off-duty education.
- (5) Educational materials that are available through military and civilian institutions.

b. The Army’s voluntary off-duty education programs are provided through ACES. See AR 621-5.

7-8. Retiree training

a. Army retirees who have received mobilization preassignment orders are eligible only for nonresident ACCP instruction. Enrollment for retirees in ACCP instruction is voluntary. This instruction will—

- (1) Provide needed refresher training.
- (2) Enhance performance in mobilization duty assignments.

b. A retiree’s former active duty grade will not restrict eligibility for courses that are relevant to mobilization duty assignments. Retirees receive neither pay nor retirement points for course completion. No fees will be charged for course enrollment.

c. Retirees who want to enroll in ACCP courses should visit their serving education center and select courses from DA Pam 351-20. Applications for course enrollment should be made on DA Form 145 and submitted through Commander, ARPERCEN (ATTN: DARC-RAM) 9700 Page Blvd, St. Louis, MO 63132.

d. The CG, ARPERCEN will—

- (1) Determine that—
 - (a) The applicant is eligible for ACCP.
 - (b) Requested courses support the mobilization duty assignment.
- (2) Forward approved applications to AIPD for processing.

e. Applications that are disapproved will be returned by ARPERCEN to the applicant with an explanation for the disapproval.

7-9. First Sergeant (1SG) course

The 1SG course stresses training in the most critical tasks in the duty position. No priority will be given to MOS or unit status.

a. Locations of training for the 1SG course are:

- (1) CONUS, at USASMA, Fort Bliss, TX.
- (2) OCONUS, Seventh Army Combined Arms Training Center, Vilseck, Germany, USAREUR.
- b. The ISG course is an 8-week course conducted in either a TDY-and-return or TDY-en route to PCs mode. MACOM commanders and the CNGB will select soldiers for TDY-and-return. ARPERCEN will select soldiers for ADT, TDY-and-return, or TDY-en route. MILPERCEN will select AC soldiers for TDY-en route to PCS.
- c. MACOM commanders, the CNGB, ARPERCEN, and the CG, MILPERCEN (DAPC-EPT-FN) will select personnel to attend as follows:
 - (1) All ISG designees (E8, E7(P), and E7).
 - (2) Incumbent, with 18 months or less in ISG positions (as of class start date).
- d. ISG course graduates will be used in the position for which they are trained.
- e. Soldiers must meet the physical fitness and weight standards outlined in AR 350-15 and AR 600-9. Soldiers over 40 will have completed medical screening at the local installation before attendance.
- f. MILPERCEN (DAPC-EPT-FN) will establish and announce quotas for each MACOM and for the ARNG. The CAR will establish and announce quotas for the USAR. USAR TPU member requests for quotas will be submitted through channels to the CG, FORSCOM USAR AGR requests for quotas will be submitted through channels to Cdr, ARPERCEN (ATTN: ARP-ART-T), 9700 Page Blvd, St. Louis, MO 63132-5000. ARNG requests will be submitted through the ARNG Operating Activity Center (ATTN: OAC-ARO-ME), Bldg E6812 Edgewood Area, Aberdeen Proving Ground, MD 21010.

7-10. Noncommissioned Officer Logistics Program training

Noncommissioned Officer Logistics Program (NCOLP) training is conducted at the U.S. Army Quartermaster School, Fort Lee, VA. Its purpose is to provide program members with a broad overview of logistics operations. Graduates will be qualified for assignment to key logistics management positions which require technical knowledge in two or more logistics functions.

- a. NCOLP training is available for enlisted personnel in grades E6 through E9 who possess SQI "K" indicating NCOLP membership. Attendees must have at least 9 months of service remaining on completion of the course.
- b. Procedures for NCOLP application are in AR 614-200. Eligible NCOLP members will submit applications through channels to MACOM commanders. Quotas for the course will be requested under AR 614-200.
- c. Eligible RC personnel will apply under AR 135-200.

7-11. Senior NCO Operations and Intelligence Course

The Senior NCO Operations and Intelligence (O&I) Course is conducted at the U.S. Army Sergeants Major Academy (USASMA), Fort Bliss, TX. Attendees will be senior NCOs serving in battalion, division, and corps level operations/intelligence positions, or those programmed for assignment into a TOE O&I position. Subjects taught will cover production of intelligence, counterintelligence, intelligence training, and operations organization and training, as well as instruction on how to operate in an automated battlefield environment.

- a. The O&I Course is conducted in either a TDY-and-return or TDY-en route to PCS mode. MACOM commanders, the CNGB, and the CAR will select soldiers for the TDY-and-return mode. MILPERCEN will select soldiers for the TDY-en route to PCS mode.
- b. The following prerequisites apply:
 - (1) Graduate of an advanced NCO course.
 - (2) In pay grade E7, E8, or E9.
 - (3) A minimum of 10 months of active duty service remaining after completion of the course for active Army personnel.
 - (4) A SECRET security clearance.
- c. Attendees must be assigned, on orders to, or programmed for assignment to an O&I TOE position.
- d. Soldiers must meet the physical fitness and weight standards outlined in AR 350-15 and AR 600-9. Soldiers over 40 will have completed medical screening at the local installation before attendance.
- e. HQ, TRADOC (ATTG-I) manages and announces quotas for each MACOM and the ARNG. The CAR manages and announces quotas for the USAR. USAR requests for quotas will be submitted through channels to Cdr, ARPERCEN (ATTN: ARP-ART-T), 9700 Page Blvd, St. Louis, MO 63132-5000. ARNG requests will be submitted through ARNG Operating Activity Center (ATTN: OAC-ARO-ME), Bldg E6812 Edgewood Area, Aberdeen Proving Ground, MD 21010-5420.

7-12. Additional training to support ASI and SQI

- a. TRADOC will develop training materials to support ASI- and SQI-producing courses when required. The MOS SMs and TGs will provide the necessary training information for these ASIs and SQIs.
- b. The AHS will develop similar training support materials for AMEDD ASI- and SQI-producing courses when required.

7-13. Other courses

A detailed listing of additional qualification courses is in DA Pam 351-4.

Chapter 8

Selection, Administration, and Assignments for Commissioned Officer Students

Section I

General

8-1. Procedural guidance

a. Procedures for selecting, administering and assigning commissioned officer students apply to active duty, ARNG, and USAR officers.

b. Procedures do not apply to officer students within the U.S. Army Attache System as administered by the DCSI, HQDA. (See AR 611-60.)

8-2. Application for schools

a. *Active duty officers.* Selection will be made by a DA centralized selection board or the CG, MILPERCEN for the following:

- (1) Resident officer basic courses.
- (2) Advanced courses.
- (3) Officers attending the Combined Arms and Services Staff School (CAS³) in conjunction with PCS.
- (4) Command and staff level courses.
- (5) Senior service college-level courses.

b. *ARNG and USAR officers.* The following officers will apply personally to attend courses in a above.

- (1) ARNG and USAR officers not on active duty.
- (2) Those serving statutory tours under section 265, 3033, and 3496, title 10, United States Code.
- (3) Those serving on special active duty for training tours for more than 179 days.

c. *Other schools.*

(1) Eligible officers may apply by letter to attend either of the following:

- (a) Other schools, including those where special interest or aptitude is a determining factor.
- (b) Schools of other Services.

(2) Officers stationed in CONUS may apply through channels to Cdr, MILPERCEN, DAPC-OPB-D, or other HQ as appropriate for attendance at courses on a TDY basis, except those cited in a. above.

d. *Physical fitness and weight standards.* Officers selected for attendance at Service schools must meet physical fitness and weight standards outlined in AR 350-15 and AR 600-9.

Section II

Service Schools and Colleges

8-3. Eligibility and Incurred obligations

a. A list of active duty officers who are eligible for attendance at Army, Joint, and other Service schools and colleges for which they may not apply personally will be maintained at MILPERCEN. Assignment of officers so listed will be carefully coordinated to ensure attendance of those eligible and most highly qualified in the proper sequence of career pattern.

b. Army officers will be selected for attendance at the institutions listed below:

(1) *Joint Service colleges.* Joint Service colleges include the following:

- (a) The National War College (NWC).
- (b) The Industrial College of the Armed Forces (ICAF).
- (c) The Armed Forces Staff College (AFSC).

(2) *Army service colleges.* Army service colleges include the following:

- (a) The USAWC.
- (b) The USACGSC.

(3) *Other.* Other courses include the following:

- (a) Basic and advanced courses.
- (b) CAS³.
- (c) Certain specialty courses.

- (d) Schools and colleges of other U.S. Services.
- (e) Certain foreign military schools.
- (f) Selected Defense schools.
- c. A graduate of one resident U.S. Service college is not eligible for attendance at another resident U.S. Service college of the same level.
- d. Graduates of the resident Air Command and Staff College, the Naval College of Command and Staff, the Marine Corps Command and General Staff College normally will not be selected to attend any of the following:
 - (1) The Air War College.
 - (2) Naval War College.
 - (3) Equated foreign military schools.
- e. Attendance at service schools will conform with stability guidelines. MILPERCEN may direct early termination or extension of tours to coordinate an assignment.
- f. Graduates of Service schools and colleges to which this chapter applies normally will complete an intervening tour of nonstudent duty before attending another Service school or college. The length of such tours will depend on type and location of duty to which assigned.
- g. Except for cases of extreme hardship or for the convenience of the Government, officers attending command and staff level and senior service colleges will be required to remain on active duty for a minimum of 2 years following graduation or termination of attendance. ARNG and USAR officers not on extended active duty must be able to—
 - (1) Remain in a Ready Reserve status for 2 years following course completion.
 - (2) Meet other remaining service criteria as required.
- h. Obligated periods of active duty for officers who attend the following schools will be established by MILPERCEN or by applicable directives:
 - (1) Basic, advanced, and intermediate level staff and senior Service colleges.
 - (2) Foreign military schools.

8-4. Selection for joint, Army, and other equated Service colleges

- a. *General selection.*
 - (1) An HQDA selection board will select student officers for the NWC, ICAF, USAWC, the Air War College, and Naval War College. The Chief, NGB and CAR will select ARNG and USAR officers.
 - (2) An HQDA selection board will select eligible student officers for the colleges listed below. Subject to final approval by the DCSPER. Respective branches will nominate officers of the AMEDD, Chaplain Corps, and JAGC to attend, based on quotas determined by HQDA. The CNGB and the CAR, respectively, will select ARNG and USAR officers not on extended active duty.
 - (a) USACGSC.
 - (b) Air Command and Staff College.
 - (c) Marine Corps Command and General Staff College.
 - (d) Naval College of Command and Staff.
 - (e) School of the Americas.
- b. *Selection criteria.* The CG, MILPERCEN, will designate officers to attend specific schools based on the following:
 - (1) Professional development requirements.
 - (2) Designated specialties.
 - (3) Availability.
 - (4) Geographic location.
 - (5) Needs of the service.

8-5. Officer basic and advanced courses

The CG, MILPERCEN, will assign active duty officers to basic and advanced courses. Respective branches assign Chaplain, AMEDD, and JAGC officers. ARPERCEN will schedule Reserve Component officers for OBC and OAC.

8-6. Specialist courses (20 or more weeks' duration)

- a. The CG, MILPERCEN will assign AC officers (others than Chaplains, AMEDD, and JAGC) to schools to attend a specialist course or combination of courses of 20 or more weeks' duration at one location on a PCs basis. The following qualifications apply:
 - (1) Specified in DA Pam 351-4.
 - (2) Developed by each agency with training responsibility.
- b. The Officer Branch, MILPERCEN, will assign officers on completion of the course; exceptions are Chaplains, AMEDD, and JAGC.

8-7. Short courses (less than 20 weeks' duration)

The command authority of the organization to which an officer is assigned will order qualified AC personnel to short courses of less than 20 weeks duration on a TDY basis. CG, MILPERCEN will provide instructions for officers (less Chaplains, AMEDD, and JAGC) to attend short courses in conjunction with a PCS movement. The CG, MILPERCEN will—

- a. Determine training requirements.
- b. Control school quotas.
- c. Manage the TDY open allotment.
- d. Order AC personnel to attend courses, in conjunction with a PCS movement.
- e. Approve attendance of personnel TDY-and-return from unit of assignment.

8-8. U.S. Air Force, U.S. Marine Corps, and U.S. Naval Schools other than Service colleges,

- a. ODCSOPS, CNGB, and CAR will provide invitational quotas to MILPERCEN for U.S. Army students at schools of the other U.S. Services that involve PCs.
- b. ODCSOPS (DAMO-TRI) will allocate quotas for attendance of U.S. Army students at schools of other Services on a TDY basis to MACOM commanders and MILPERCEN, CNGB, and CAR.

Section III

Foreign Military Schools

8-9. General

A limited number of Active Army, ARNG, and USAR officers are selected each year to pursue courses of instruction on an individual basis at military schools operated by foreign governments. This instruction affords qualified officers an opportunity to further their education by a study of operational techniques and staff procedures of other armies.

8-10. Selection

- a. Personnel will be selected to attend foreign military schools under quotas and qualifications specified by the DCSPER and DCSOPS.
- b. Officers who have a special interest in attending a foreign military school may indicate their special interest when submitting DA Form 483 (Officer's Assignment Preference Statement).
- c. The following are shown in appendix C:
 - (1) Prerequisites for attendance at foreign military schools.
 - (2) Equated level U.S. schools.
 - (3) Service obligation incurred by attendance at foreign military schools.

8-11. Orders

- a. MILPERCEN is responsible for all PCs orders for AC student personnel attending foreign military schools. All officers attending military courses of 20 weeks' or more duration will be assigned in a PCs student status.
- b. The MACOM commander or other appropriate commander has authority to publish orders for student officers not in a PCS status. These orders will contain the following only when the MPRJ does not accompany the student officer to school:
 - (1) Degree of access.
 - (2) Type of security clearance: that is, interim or final.
- c. All AC officers (less AMEDD) attending USAF, U.S. Marine Corps, or USN schools and colleges will be assigned to the U.S. Army Student Detachment, Fort Benjamin Harrison, IN with duty station at the school concerned. AMEDD personnel will be assigned to the AMEDD Student Detachment, AHS, Fort Sam Houston, TX with duty station at the school concerned.
- d. The student's quota number will be indicated in parentheses following the class or course number being attended.
- e. Orders issued will reassign the individual and establish a reporting date as prescribed in AR 310-10, paragraph 3-7b.
- f. DA Form 1059, DA Form 1059-1, and DA Form 1059-2 will be completed for students in accord with AR 623-1.

8-12. Student detachments

Only students will be assigned to a student detachment; included will be AMEDD interns and residents. Spaces needed at the student detachment are established automatically when assignment orders are issued. These spaces are withdrawn automatically when the students are reassigned.

8-13. Strength accounting

The organization of assignment is responsible for preparing strength accounting reports for officers attending military schools.

8-14. Students at foreign military schools

a. All AC officers attending foreign military schools will be assigned to the U.S. Army Student Detachment, Fort Benjamin Harrison, IN; exceptions will be officers attending senior service level schools. Officers attending senior level foreign schools will be assigned to the Student Detachment, U.S. Army War College, Carlisle Barracks, PA. Orders will reflect duty station at the foreign school.

b. Officers assigned to foreign military schools are authorized direct access to corresponding U.S. Army schools. The U.S. Army school will furnish officers with publications and data pertaining to courses of instruction on a continuing basis during their tour of duty at the foreign school.

8-15. Dependents

a. Concurrent transportation of dependents, household goods, and privately-owned vehicles is authorized for students ordered to foreign military schools on a PCS basis.

b. Students stationed at a school in an area in which a priority system for the movement of dependents is in operation will follow the priority system prescribed by that command.

8-16. Passport Instructions

Officers to be stationed at foreign military schools and their dependents will have valid passports and visas in their possession, if required by AR 600-290, before departure to the overseas destination.

8-17. North Atlantic Treaty Organization travel orders

Officers to be stationed at foreign military schools located in a North Atlantic Treaty Organization (NATO) country will be issued NATO travel orders under AR 310-10.

8-18. Administrative responsibility

The commander of the student detachment is responsible for military administration, under current HQDA policies, of all student officers assigned or attached to that headquarters. This administration includes the following:

- a.* Promotion.
- b.* Reclassification.
- c.* Pay.
- d.* Discipline.
- e.* Medical care.
- f.* Supply.
- g.* Transportation.
- h.* Processing of academic reports as prescribed by AR 623-1.
- i.* Leaves of absence.
- j.* Supply of pertinent DA publications.

8-19. Funding responsibility

a. Costs incident to the training of active component U.S. military personnel at schools operated by other nations are programmed and budgeted by HQDA (ODCSOPS) and HQ, USAREUR (ATTN: AEAGC-ATC). These costs include tuition, texts, supplies, and travel during the course. Fund citation will be provided to Defense Attache Offices by the U.S. Army Finance and Accounting Center (ATTN: FINCA-B), Fort Benjamin Harrison, IN 46229.

b. The Defense Intelligence Agency provides administrative support to DA students attending foreign schools.

Chapter 9 MOS Improvement Training

9-1. General

The DCSOPS is the proponent for MOS Improvement Training (MOSIT). This chapter provides policy and guidance for MOSIT not provided by other regulations or guidance.

a. MOSIT is instruction which supports unit readiness by providing individual training oriented toward specific mission, organization, or equipment requirements. It augments normal on-the-job training programs and assists unit commanders in fulfilling training requirements.

b. Delivery of MOSIT may be provided by the Education Services Office (ESO) when resourced and presented with a validated training requirement and approved POI. See AR 621-5.

9-2. Responsibilities

- a. The DCSOPS will—
 - (1) Establish MOSIT policies.
 - (2) Provide the fiscal resources for MOSIT.
 - (3) Monitor adherence to guidance provided in this regulation.
- b. The DCSPER will—
 - (1) Provide guidance to ESOs through AR 621-5.
 - (2) Coordinate staff actions that impact on MOSIT with the DCSOPS.
- c. The CG, TRADOC will review or coordinate MOSIT POIs and training materials to ensure that they are consistent with Army-wide doctrine, procedures, and standards.
- d. MACOM commanders will monitor garrison MOSIT operations.
- e. Garrison commanders will—
 - (1) Conduct an annual needs assessment and conduct only those MOSIT courses that have been validated by the needs assessment.
 - (2) Send POIs and training materials for MOSIT courses to proponent service schools for review and coordination. Service school comments on content will be incorporated into revised MOSIT course materials.
 - (3) Evaluate MOSIT courses at least once each fiscal year. The evaluation will contain, as a minimum, class attendance rates, course attrition rates, and unit-commanders' or first line supervisors' ratings of the improvement in the quality of soldiers' duty performance after completion of a MOSIT course.
 - (4) Ensure that any active duty military personnel who provide contractual MOSIT instruction avoid potential conflicts of interest. See AR 600-50.

9-3. Policies

- a. ESOs will assist commanders in delivering validated training requirements.
- b. Commanders will—
 - (1) Provide technical expertise for each course contracted.
 - (2) Verify in writing that each course delivered as MOSIT is needed as substantiated by a validated needs assessment and does not substantially duplicate training opportunities readily available on post.
- c. POIs for MOSIT courses will be consistent with Army-wide doctrine, procedures, and standards. Instruction may begin for courses while review of POI is pending.
- d. ACES (P879732) funds will not be used for MOSIT instructional costs. Other funds can be used by ACES to provide MOSIT.
- e. MOSIT courses will not be used to—
 - (1) Relieve or exclude commissioned officers, warrant officers, or NCOs from their roles as trainers of soldiers. Tactical training or any other training that the command has an inherent responsibility to conduct will not be provided by MOSIT.
 - (2) Train soldiers to pass their SQT.
- f. Only institutions recognized by one of the following accrediting bodies may be solicited or awarded contracts to provide MOSIT courses.
 - (1) Middle States Association of Colleges and Schools.
 - (2) New England Association of Schools and Colleges I--Commission of Institutions of Higher Education.
 - (3) New England Association of Schools and Colleges II--Commission on Vocational, Technical, Career Institutions.
 - (4) North Central Association of Colleges and Schools.
 - (5) Northwest Association of Colleges and Schools.
 - (6) Southern Association of Colleges and Schools I--Commission on Colleges.
 - (7) Southern Association of Colleges and Schools II--Commission on Occupational Education Institutions.
 - (8) Western Association of Schools and Colleges I--Accrediting Commission for Senior Colleges and Universities.
 - (9) Western Association of Schools and Colleges II--Accrediting Commission for Community and Junior Colleges.
 - (10) Association of Independent Colleges and Schools.
 - (11) National Association of Trade and Technical Schools.
 - (12) National Home Study Council.
 - (13) American Association of Bible Colleges.
- g. Whenever possible, accredited institutions that have memorandums of understanding with ACES will be used to provide MOSIT courses. If installation commanders determine that the use of accredited educational institutions is uneconomical or impractical, they will request an exception to policy from the MACOM. All contractors providing

MOSIT services must have sufficient subject matter expertise, training, education, and experience to ensure successful delivery of the contracted programs.

- h.* Payment of Department of Defense appropriated funds is prohibited to institutions which—
 - (1) Discriminate on the basis of race, color, religion, sex, or national origin.
 - (2) Bar Armed Forces recruiting personnel from their premises.
- i.* Minimum class sizes will be established and enforced. The minimum will be determined as the smallest number of students for which the course is cost-effective.

9–4. Resource management

Garrison commanders will identify resource requirements through—

- a.* The command operating budget (COB).
- b.* The program analysis resource review (PARR) process.

Chapter 10

Individual Training Records

10–1. General

- a.* A critical link in the completion of IET is the transfer of pertinent training records from the training unit commander to the gaining unit commander.
- b.* The following forms are the means by which training information and records are transferred from the training unit to the gaining unit:
 - (1) DA Form 5286-R (Individual Training Record Basic Training (BT), Advanced Individual Training (AIT), One Station Unit Training, (OSUT)).
 - (2) DA Form 5286-1-R (Individual Training Record (Continuation Sheet) Basic Training (BT), Advanced Individual Training (AIT), One Station Unit Training (OSUT)).
 - (3) DA Form 5287 (Training Record Transmittal Jacket (TRTJ)).
- c.* Reproduce DA Form 5286-R and DA Form 5286-1-R locally on 8 1/2- by 11-inch paper. A copy of each form for local reproduction purposes is located at the back of this regulation. Obtain DA Form 5287 from the installation publications stockroom.

10–2. Procedures for maintaining training records

- a.* Heads of Army Staff agencies formulate overall policy for training and required documentation of training.
- b.* The DCSOPS exercises overall Staff responsibility for DA Form 5286-R and DA Form 5286-1-R.
- c.* The CG, TRADOC will ensure that minimum required training records to be maintained on each student are completed and forwarded to the gaining unit commander.
- d.* The CG, FORSCOM will maintain appropriate training records on those soldiers who take advanced individual training in FORSCOM units in accord with guidance established by TRADOC.
- e.* The Commandant, AHS will maintain appropriate training records on those soldiers who take advanced individual training at the AHS.

10–3. DA Form 5286-R

- a.* DA Form 5286-R and DA Form 5286-1-R are designed to convey critical training information to the new soldier's gaining unit. Information on the ITR will be transposed to the job book by the new soldier's gaining unit.
- b.* Items 1 through 10 of the ITR are self-explanatory. ASIs granted during IET or as a result of immediate follow-on courses will be recorded in item 5. Item 11 will be used to list the BT, AIT, or OSUT tasks trained and the level to which trained. As a minimum, item 10 will list tasks tested on the BT end-of-course test or the AIT and OSUT end-of-course comprehensive test.
- c.* The ITR available from the School Automated Instructional Management System may be used in lieu of DA Forms 5286-R and 5286-1-R.

10–4. DA Form 5287

Completion of the front of the forwarding envelope of the TRTJ is self-explanatory. The back of the envelope lists instructions for the soldier's training unit, the training installation personnel section, and the gaining command in-processing clerk. The TRTJ may be used by a soldier's losing unit to transfer appropriate training records to the soldier's new unit. Transferal instructions are as follows:

- a. Training unit.* Complete the required biographical data on the front of the TRTJ envelope; list the training records enclosed. After ensuring that listed records are present—
 - (1) Secure contents in envelope.

(2) Deliver it to the trainee records section for forwarding to the PSC for filing in the MPRJ as a transfer document in accord with AR 640-10.

b. Trainee records section. Check to ensure that listed records are present, then seal the envelope for forwarding with the MPJR to the gaining unit commander.

c. In-processing clerk. The gaining command processing section will ensure that the sealed envelope is delivered to the gaining unit's commander or first sergeant.

10-5. Minimum training record

The minimum training record which will be maintained on each trainee and forwarded to the gaining command in the TRTJ is DA Form 5286-R. DA Form 5286-1-R is used as required.

Chapter 11

Troop School Training

11-1. General

The DCSOPS is the proponent for troop school training. This chapter sets policy and guidance for troop school training not provided by other regulations or guidance.

11-2. Policies

a. Troop school training provides soldiers the maximum amount of individual training in military specialties. Training in the units--

(1) Completes individual training requirements.

(2) Provides additional training oriented toward specific missions, organization, and equipment.

b. To accomplish the training outlined above, unit commanders may use troop school training courses in addition to normal on-the-job unit training programs. These courses are developed and administered through a unit or installation program. Some degree of visibility and control must be exercised over troop schools to ensure that the training—

(1) Is needed.

(2) Does not substantially duplicate other training opportunities readily available.

(3) Provides standardized content.

c. Care must be taken to ensure that troop school training does not relieve or exclude commissioned officers, warrant officers, or NCOs from their roles as trainers of soldiers. Tactical training or any other training that the command has an inherent responsibility to conduct should not be contracted or conducted in troop schools.

d. Troop school or contract training will not be used to train soldiers to pass their SQT.

e. ACES (P879732) funds will not be used to conduct troop school training. However, Army learning centers (ALCs) may be used to support troop schools. (See AR 621-6).

f. Minimum class sizes will be established and enforced.

11-3. Responsibilities involving troop school training

a. The DCSOPS will—

(1) Establish troop school training policies together with MACOM commanders.

(2) Establish reporting requirements for MACOMs.

(3) Monitor adherence to guidance provided in this regulation.

b. The DCSPER will—

(1) Provide the personnel resources to support troop school training through ALCs.

(2) Coordinate staff actions that impact on troop school training with the DCSOPS.

c. The CG, TRADOC will—

(1) Ensure standardization of applicable Army-wide doctrine, procedures, and standards.

(2) Review or coordinate POIs and training materials to ensure that they are consistent with Army-wide doctrine, procedures, and standards.

d. MACOM commanders will ensure that installation commanders

(1) Maintain historical records on troop school training that include—

(a) The location of troop schools.

(b) Courses taught.

(c) Number of students enrolled per course and number of students who complete each training course.

(d) Data specifying which courses are taught by contracted personnel and which are taught by military personnel.

(e) Annual costs for each course.

- (2) Conduct annual needs assessments and conduct only those courses that have been validated by a needs assessment.
- (3) Evaluate all available training alternatives; document the selection of the most cost-effective alternative.
- (4) Conduct periodic evaluations of the results of the training.
- (5) Ensure that troop school training course prerequisites are established and enforced.
- (6) Ensure that POIs and training materials for troop school courses are reviewed or coordinated with proponent service schools; ensure that service school comments on content are incorporated in revised materials.
- (7) Ensure that installation training managers periodically evaluate troop school training operations using indicators such as class attendance, class attrition rates, quality of instruction, and content accuracy.
- (8) Ensure that active duty military personnel, in accepting employment as off-duty instructors, avoid potential conflicts of interest. (See AR 600-50.)

11-4. Resource management

MACOM commanders will establish the means for installation commanders to identify resource requirements through the following;

- a. Command operational budget (COB).
- b. Program analysis resources review (PARR).

Chapter 12

Mobilization Policy for the NCO Education System and NCO Academies

12-1. Overview

This chapter sets policy and guidance concerning mobilization within the NCOES and for NCOAs. This policy will be incorporated into the next update of the Army Mobilization and Operations Planning System (AMOPS). Guidance on disposition of officer training courses upon full mobilization can be found in Army Mobilization and Operations Planning System (AMOPS), Volume III (Army Mobilization and Deployment Planning Guidance), chapter 12 (Training).

12-2. Policy

The following policy outlines the disposition of NCOES courses during mobilization:

- a. *U.S. Army Sergeants Major Course.* The USASMC will be terminated immediately upon mobilization.
 - (1) Students will be reported to MILPERCEN (DAPC-EPS) by local PSCs.
 - (2) Cadre will revert to control of installation commander. Cadre excess to installation/TRADOC authorization will be reported to MILPERCEN for reassignment.
- b. *ISG Course.* The ISG course will be terminated immediately upon mobilization.
 - (1) CONUS- and OCONUS-assigned students in TDY and return status will be returned to their units.
 - (2) Students in TDY en route status will be reported to MILPERCEN (DAPC-EPS) by the local PSC.
 - (3) Cadre will revert to control of installation commander. Cadre excess to installation/TRADOC authorization will be reported to MILPERCEN for reassignment.
- c. *Senior NCO Operations and Intelligence Course.* The operations and Intelligence Course conducted at USASMA will be terminated immediately upon mobilization.
 - (1) CONUS- and OCONUS-assigned students in TDY and return status will be returned to their units.
 - (2) Students in a TDY en route status will be reported to MILPERCEN (DAPC-EPS) by the local PSC.
 - (3) Cadre will revert to control of installation commander. Cadre excess to installation/TRADOC authorizations will be reported to MILPERCEN for reassignment.
- d. *Advanced NCO Course.* The ANCOC will be terminated immediately upon mobilization.
 - (1) Students assigned within CONUS in a TDY and return status will be returned to their units.
 - (2) Students assigned OCONUS in a TDY and return status and students in a TDY en route status will be reported to MILPERCEN (DAPC-EPS) by the local PSC.
 - (3) Cadre will revert to the control of installation commanders.
- e. *Basic Noncommissioned Officer Courses.*
 - (1) Selected BNCOC-CS/CSS courses will be continued for critical MOSs during mobilization. Those selected will be converted to MOB BNCOC in a reconfigured POI format on mobilization (para 12-3). TRADOC will determine which courses will be continued. All other BNCOC-CS/CSS courses will be terminated.
 - (a) BNCOC-CS/CSS that have just begun and have not reached their midpoint will be terminated immediately.
 - (b) BNCOC-CS/CSS that have reached their midpoint, but not their termination phase, will be accelerated and students will be graduated.

- (c) CONUS-assigned students in TDY and return status will be returned to their units.
- (d) OCONUS-assigned students in TDY and return status and students in a TDY en route status will be reported to MILPERCEN (DAPC-EPS) by local PSC.
- (e) Cadre will revert to control of installation commanders.
- (2) BNCOC-CA.
 - (a) BNCOC-CA courses conducted on TRADOC installations, and FORSCOM installations scheduled to host U.S. Army Training Centers and placed under TRADOC control will continue and will be converted to MOB BNCOC in a reconfigured POI format upon mobilization (para 12-3). Policy for disposition of students and cadre will follow that for BNCOC-CS/CSS (para 12-2e(1)(a-e)).
 - (b) BNCOC-CA courses conducted at all OCONUS locations (USAREUR, USARPAC, USARSO, and Alaska) will be terminated immediately and students returned to their units.
 - (c) BNCOC-CA courses conducted by FORSCOM installations not scheduled to host U.S. Army Training Centers will support training needs of the installation commander.
 - f. *Primary Leadership Development Course*. At mobilization PLDC will be accelerated and students graduated. Upon graduation of classes in session, the course will be terminated. Cadre will revert to control of installation commander.

12-3. BNCOC at mobilization

BNCOC-CA and selected BNCOC-CS/CSS courses will be reconfigured to MOB POIs upon mobilization.

- a. TRADOC proponent commanders will develop two-phased BNCOC for training the NCO sustainment requirement during mobilization. Phase I will consist of critical Skill Level (SL) 1 and 2 leadership tasks and Phase II will consist of critical SL 2 and 3 MOS-specific tasks. Proponents will determine which of their MOSs require BNCOC based upon expected casualties, post mobilization training needs, force structure demands, and other appropriate mobilization factors.
- b. BNCOCs conducted during mobilization will train selected IET graduates for duty positions at SL 3.
 - (1) Soldiers with CA MOSs will attend BNCOCs at NCOAs located at TRADOC installations and those FORSCOM installations scheduled to host U.S. Army Training Centers and placed under the control of TRADOC.
 - (2) Soldiers with CS/CSS MOSs will attend BNCOCs at branch service schools.

12-4. IET graduates

IET graduates who successfully complete MOB BNCOCs will be promoted to E4. Records of graduates from NCO mobilization training will be conspicuously annotated to attract the gaining commander's attention.

12-5. Reserve Component students

RC students attending NCOES and functional courses will, upon mobilization, be terminated from their course and returned to their unit of assignment except as follows:

- a. Students attending BNCOCs will be guided by policy for BNCOC in paragraph 12-2e. If the course is selected to continue upon mobilization, students will complete the course and then return to their unit of assignment. If the course is terminated, students will return to their unit of assignment immediately.
- b. Students attending PLDC will be allowed to continue in the accelerated course, graduate, and then return to their unit of assignment.

12-6. TRADOC Drill Sergeant School (DSS)/Cadre Training Course (CTC)

- a. At mobilization, this course will be accelerated and students graduated.
- b. A mobilization POI will be implemented for all further classes.
- c. USAR DSS will augment existing peacetime DSS and CTC at six installations: Forts Benning, Knox, Dix, Leonard Wood, Jackson, and Sill. Other USAR training divisions augmenting or establishing USATC will plan for establishment of a DSS as appropriate.

Appendix A

References

Section I

Required Publications

AR 10–5

Department of the Army. (Cited in Para 2-10.)

AR 10–54

U.S. Army Medical Department Personnel Support Agency. (Cited in Para 24.)

AR 12–13

Continental United States Support of U.S. Federal Republic of Germany Logistics Programs. (Cited in para 1-12.)

AR 12–15

Education and Training of Foreign Personnel by the U.S. Army. (Cited in paras 1-7, 1-9, and 1-10.)

AR 37–30

User Changes. (Cited in Para 1-8.)

AR 37–49

Budgeting, Funding, and Reimbursement for Base Operations Support of Army Activities. (Cited in Para 6-19.)

AR 135–91

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures. (Cited in Para 1-8.)

AR 135–100

Appointment of Commissioned and Warrant Officers of the Army. (Cited in paras 4-2 and 4-3.)

AR 135–155

Promotion of Commissioned Officers and Warrant Officers Other than General Officers. (Cited in Para 2-9.)

AR 135–200

Active Duty for Training and Annual Training of Individual Members. (Cited in paras 1-8, 5-33, 7-1, 7-2, and 7-9.)

AR 140–1

Mission, Organization, and Training. (Cited in Para 1-13.)

AR 140–12

Officers Professional Development Education. (Cited in Para 3-6.)

AR 140–185

Training and Retirement Point Credits and Unit Level Strength Accounting Records. (Cited in paras 5-21 and 5-34.)

AR 195–2

Criminal Investigation Activities. (Cited in Para 2-12.)

AR 195–3

Acceptance and Accreditation of Criminal Investigation Personnel. (Cited in paras 2-12, 4-2, and 4-9.)

AR 310–1

Publications, Blank Forms, and Printing Management. (Cited in Para 1-7.)

AR 310–3

Preparation, Coordination, and Approval of Department of the Army Publications. (Cited in Para 1-7.)

AR 310–10

Military Orders. (Cited in paras 8-11 and 8-17.)

AR 350-series

Training. (Cited in Para 1-8.)

AR 350-10.

Management of Individual Training Requirements and Resources. (Cited in Para 6-18.)

AR 350-15

The Army Physical Fitness Program. (Cited in paras 1-13, 4-8, 5-3, 5-15, 5-24, 5-27, 5-33, 5-46, and 8-2.)

AR 350-20

Management of the Defense Language Program. (Cited in Para 7-4.)

AR 350-35

Army Modernization Training. (Cited in paras 2-8, 2-14, and 2-17.)

AR 351-3

Professional Training of Army Medical Department Personnel. (Cited in paras 1-8 and 3-1.)

AR 351-4

Management, Operation, and Support of the Defense Institute of Security Assistance Management. (Cited in paras 1-11 and 7-1.)

AR 351-5

United States Army Officer Candidate School. (Cited in para 1-8.)

AR 351-9

Interservice Education and Training. (Cited in Para 7-3.)

AR 351-17

U.S. Military Academy and U.S. Military Academy Preparatory School Admissions Program. (Cited in Para 1-8.)

AR 351-22

The Judge Advocate General's Funded Legal Education Program. (Cited in Para 2-7.)

AR 550-51

Authority and Responsibility for Negotiating, Concluding, Forwarding, and Depositing of International Agreements. (Cited in Para 2-2.)

AR 600-series

Personnel--General. (Cited in Para 1-8.)

AR 600-3

The Army Specialty Proponent System. (Cited in Para 4-3.)

AR 600-9

The Army Weight Control Program. (Cited in paras 1-13d, 4-8, 5-3, 5-15, 5-19, 5-24, 5-25, 5-27, 5-32, 5-44, and 8-2.)

AR 600-50

Standards of Conduct for Department of the Army Personnel. (Cited in Para 11-3.)

AR 600-60

Physical Performance Evaluation System. (Cited in Para 5-48.)

AR 600-200

Enlisted Personnel Management System. (Cited in paras 5-3, 5-13, 5-31, 5-41, 5-47 and 6-4.)

AR 600-290

Passports and Visas. (Cited in Para 8-16.)

AR 601–280

Army Reenlistment Program. (Cited in Para 5-3.)

AR 604–5

Clearance of Personnel for Access to Classified Defense Information and Material. (Cited in Para 3-6.)

AR 611–6

Army Linguist Management. (Cited in paras 2-18j, 7-3, and 7-4.)

AR 611–60

Assignment to Army Attache Duty. (Cited in Para 8-1.)

AR 611–201

Enlisted Career Management Fields and Military Occupational Specialties. (Cited in paras 5-3 and 5-48.)

AR 614–200

Selection of Enlisted Soldiers for Training and Assignment. (Cited in paras 1-8, 5-3, 5-25, 5-30, 5-33, 5-42, 7-1, 7-2, and 7-9.)

AR 621–1

Training of Military Personnel at Civilian Institutions. (Cited in Para 4-9.)

AR 621–5

Army Continuing Education System (ACES). (Cited in paras 1-9, 7-4, 7-7, 9-1, 11-2, and 11-3.)

AR 621–6

Army Learning Centers. (Cited in paras 9-1, 9-3, 11-2, and 11-3.) A

AR 623–1

Academic Evaluation Reporting System. (Cited in paras 1-12, 2-18i, 5-5, 5-24, 5-40, 5-44, 8-11, and 8-18.)

AR 635–200

Enlisted Personnel. (Cited in para 5-43.)

AR 640–2–1

Personnel Qualification Records. (Cited in paras 1-9, 5-24, and 5-40.)

AR 640–10

Individual Military Personnel Records. (Cited in paras 1-9 and 10-4.)

AR 672–5–1

Military Awards. (Cited in para 1-9.)

AR 680–29

Military Personnel-Organization and Type of Transaction Codes. (Cited in paras 5-12), 5-40, and 5-41.)

AR 1000–1

Basic Policies for Systems Acquisition. (Cited in paras 2-14g and 7-3.)

DA Pam 351–4

U.S. Army Formal Schools Catalog. (Cited in paras 1-8, 1-11, 5-18, 5-22, 5-24, 5-29, 5-31, 5-33, 5-50, 7-11, and 8-6.)

DA Pam 351–20

Army Correspondence Course Program Catalog. (Cited in paras 1-8, 1-11, 5-28, and 5-39.)

DA Pam 351–86–2

Primary Leadership Development Course and Basic Noncommissioned Officer Course Accreditation Program. (Cited in para 6-10.)

DA Pam 600-3

Commissioned Officer Professional Development and Utilization. (Cited in para 1-8.)

DA Pam 600-8-2

Standard Installation/Division Personnel System (SIDPERS) Military Personnel Office Level Procedures. (Cited in paras 5-13, 5-24, and 5-40.)

DA Pam 600-11

Warrant Officer Professional Development. (Cited in paras 1-8 and 4-8.)

DOD 5010.16-C

Defense Management Education and Training Catalogue. (Cited in para 1-11.)

DOD Directive 3305.2

General Defense Intelligence Program Management (Cited in para 7-3.)

DOD Directive 5210.70

DOD Cryptologic Training. (Cited in para 7-3.)

FM 21-20

Physical Readiness Training. (Cited in para 5-33.)

NGB Pam 600-2

Warrant Officers Professional Development for the Army National Guard. (Cited in para 4-8.)

NGR 351-15

U.S. Army Sergeants Major Academy. (Cited in paras 5-33 and 5-34.)

NGR 351-21

Senior Service Colleges. (Cited in para 3-6.)

NGR 600-9

Army National Guard Physical Fitness and Weight Control Program. (Cited in para 5-19.)

NGR 600-101

Warrant Officer Federal Recognition and Personnel Actions. (Cited in paras 4-3 and 4-8.)

NGR 640-2-1

Qualification Records for Officers, Warrant Officers, and Enlisted Personnel. (Cited in paras 5-24 and 5-40.)

Section II**Related Publications**

A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

ADARS

Army Defense Acquisition Regulation Supplement.

AR 108-2

Army Training and Audiovisual Support.

AR 340-21

The Army Privacy Program.

AR 621-6

Army Learning Centers.

CTA 50-909

Field and Garrison Furnishings and Equipment.

TC 25-5

Learning Centers.

Section III Prescribed Forms

DA Form 5286-R

Individual Training Record Basic Training (BT), Advanced Individual Training (AIT), One Station Unit Training (OSUT). (Prescribed in para 10-1.)

DA Form 5286-1-R

Individual Training Record (Continuation Sheet) Basic Training (BT), Advanced Individual Training (AIT), One Station Unit Training (OSUT). (Prescribed in para 10-1.)

DA Form 5287

Training Record Transmittal Jacket. (Prescribed in para 10-1.)

Section IV Referenced Forms

DA Form 2

Personnel Qualification Record—Part I.

DA Form 2-1

Personnel Qualification Record—Part II.

DA Form 2A

Personnel Qualification Record—Part I—Enlisted Peacetime.

DA Form 87

Certificate of Training.

DA Form 145

Army Correspondence Course Enrollment Application.

DA Form 483

Officer's Assignment Preference Statement.

DA Form 1059

Service School Academic Evaluation Report.

DA Form 1059-1

Civilian Institution Academic Evaluation Report.

DA Form 1059-2

Senior Service College Academic Evaluation Report.

DA Form 2635

Enlisted Preference Statement.

DA Form 3288

Academic Report--Foreign Students Attending CONUS Service Schools.

DA Form 3355

Promotion Point Worksheet.

Appendix B

Military Schools and Colleges

B-1. Department of Defense Schools

- a.* Defense Civil Preparedness Agency Staff College, Battle Creek, MI 49016.
- b.* Defense Computer Institute, WASH DC 20374.
- c.* Defense Institute of Security Assistance Management, Wright-Patterson AFB, OH 45433.
- d.* Defense Intelligence College, WASH DC 20390.
- e.* Defense Mapping School, Fort Belvoir, VA 21060.
- f.* Defense Resources Management Education Center, Presidio of Monterey, CA 93940.
- g.* Defense Language Institute/Foreign Language Center, Presidio of Monterey, CA 93940.
- h.* Defense Language Institute, English Language Center, Lackland AFB TX 78236.

B-2. Joint colleges

- a.* Aided Forces Staff College, Norfolk, VA 23511.
- b.* National Defense University, consisting of the National War College, Fort McNair, WASH DC 20319 and Industrial College of the Armed Forces, Fort McNair, WASH DC 20319.

B-3. Colleges of the military departments

- a.* U.S. Air Force, Air University, Maxwell AFB, AL 36112.
- b.* U.S. Army War College, Carlisle Barracks, PA 17013.
- c.* U.S. Army Command and General Staff College, Fort Leavenworth, KS 66027.
- d.* U.S. Naval War College, Newport, RI 02840.
- e.* U.S. Marine Corps School, Quantico, VA 22134.

B-4. Graduate level schools of other Services

- a.* U.S. Air Force Institute of Technology, Wright-Patterson AFB, OH 45433.
- b.* Naval Postgraduate School, Monterey, CA 93940.

B-5. U.S. Army School System

- a.* The Judge Advocate General's School, U.S. Army, Charlottesville, VA 22901.
- b.* U.S. Military Academy Preparation School, Fort Monmouth, NJ 07703.
- c.* U.S. Military Academy, West Point, NY 10966.
- d.* Academy of Health Sciences, U.S. Army, Fort Sam Houston, TX 78234.
- e.* Army Institute for Professional Development, Fort Eustis, VA 23604.

B-6. U.S. Army Materiel Command Schools

- a.* U.S. Army Logistics Management Center, Fort Lee, VA 23801.
- b.* U.S. Army Management Engineering Training Agency, Rock Island, IL 61201.
- c.* U.S. Army Defense Ammunition Center and School, Savanna, IL 61074.
- d.* Joint Military Packaging Training Center, Aberdeen Proving Ground, MD 21005.

B-7. U.S. Army Training and Doctrine Command Schools

- a.* U.S. Army Air Defense School, Fort Bliss, TX 79917.
- b.* U.S. Army Armor School, Fort Knox, KY 40121.
- c.* U.S. Army Aviation Center and Fort Rucker, Fort Rucker, AL 36362.
- d.* U.S. Army Chaplain Center and School, Fort Monmouth, NJ 07703.
- e.* U.S. Army Element, School of Music, Naval Amphibious Base (Little Creek), Norfolk, VA 23521.
- f.* U.S. Army Engineering School, Fort Belvoir, VA 22060.
- g.* U.S. Army Field Artillery School, Fort Sill, OK 73503.
- h.* U.S. Army Infantry School, Fort Benning, GA 31905.
- i.* U.S. Army Institute for Military Assistance, Fort Bragg, NC 28307.
- j.* U.S. Army Institute for Professional Development, Fort Eustis, VA 23604.
- k.* U.S. Army Intelligence Center and School, Fort Huachuca, AZ 85613.

- l.* U.S. Army Intelligence School, Fort Devens, MA 01433.
- m.* U.S. Army Military Police and Chemical School/Training Center, Fort McClellan, AL 36205.
- n.* U.S. Army Missile and Munitions Center and School, Redstone Arsenal, AL 36205.
- o.* U.S. Army Ordnance Center and School, Aberdeen Proving Ground, MD 21005.
- p.* U.S. Army Quartermaster School, Fort Lee, VA 23801.
- q.* U.S. Army Sergeants Major Academy, Fort Bliss, TX 79916.
- r.* U.S. Army Signal School, Fort Gordon, GA 30905.
- s.* U.S. Army Transportation and Aviation Logistics Schools, Fort Eustis, VA 23604.
- t.* U.S. Army Institute Of Personnel and Resource Management, Fort Benjamin, Harrison, IN 46216.
- u.* Combined Arms and Services staff School, Fort Leavenworth, KS 66027.

B-8. U.S. Army Intelligence and Security Command School

U.S. Army Russian Institute, APO New York 09053.

B-9. U.S. Army Health Services Command

Academy of Health Sciences, U.S. Army, Fort Sam Houston, TX 78234.

B-10. U.S. Army Criminal Investigation Command (CIDC) School

U.S. Army Criminal Investigation Laboratory, Fort Gordon, GA 30905.

B-11. TRADOC Training Centers

- a.* U.S. Army Training Center and Fort Dix, Fort Dix, NJ 08640.
- b.* U.S. Army Training Center and Fort Jackson, Fort Jackson, SC 29207.
- c.* U.S. Army Training Center, Engineer and Fort Leonard Wood, Fort Leonard Wood, MO 65473.

Appendix C
Prerequisites and Service Obligation Incurred by Attendance at Foreign Military Schools

C-1.
 Officers attending the schools listed in table C-1 are selected by appropriate authority and must be outstanding representatives of the Army and of the United States. Years of service are specified for U.S. Senior Service Colleges. Officers must be graduates of or have credit for USACGSC or equivalent. On graduation from the listed schools or colleges, individuals will be awarded military education code 1.

C-2.
 Officers nominated for the schools listed in table C-2 must desire to attend and be graduates of or have credit for USACGSC or equivalent unless otherwise indicated. Priority consideration for attendance will be given to officers designated in the FAO specialty.

C-3.
 Incurred service obligation is computed from the date of course completion or termination of attendance, whichever is earlier.

C-4.
 “Equated” as used here means that officers successfully completing a foreign military school are credited with having completed the same level of schooling as those who successfully complete the equivalent U.S. service school. (For example, a graduate of the Pakistan Command and Staff College receives the same credit as a graduate of the USACGSC.)

Table C-1 Schools that equate to U.S. Senior Service Colleges
School or college: Canadian National Defense College (See note) Prerequisites: LTC/COL, CA, TOP SECRET clearance, French fluency desired. Years of service obligation: 2
School or college: Indian National Defense College (See note) Prerequisites: LTC, branch immaterial, TOP SECRET clearance, no language required, but Hindi desirable. Years of service obligation: 2

Table C-1
Schools that equate to U.S. Senior Service Colleges—Continued

School or college: Inter-American Defense College (conducted by United States) (See note)

Prerequisites: COL or lieutenant colonel (LTC), CA, fluent in Spanish, TOP SECRET clearance.

Years of service obligation: 2

School or college: National Institute for Defense Studies

Prerequisites: LTC, COL, branch immaterial, Japanese language required, report 1 week before start date.

Years of service obligation: 2

Notes:

* Equated with U.S. Senior Service Colleges.

Table C-2
Schools that USACGSC-graduate-nominees desire to attend

School or college: British Army Staff College (See note 1)

Prerequisites: MAJ, branch immaterial, no foreign language required, TOP SECRET clearance

Years of service obligation: 2

School or college: Argentine Escuela Superior de Guerra (Command and General Staff College) (See note 2)

Prerequisites: Major (MAJ), branch immaterial but prefer (1) infantry (IN), (2) artillery (ARTY), (3) armor (AR), Spanish language required, TOP SECRET clearance, normally attends 2d year of 3-year course,

Years of service obligation: 2

School or college: Australian Army Staff College (See note 2)

Prerequisites: MAJ, CA or combat support (CS) arms, no foreign language required, TOP SECRET clearance.

Years of service obligation: 2

School or college: Austrian General Staff College (See note 3)

Prerequisites: MAJ, CA, 1 student 2 of each 3 years, fluent in German, TOP SECRET clearance.

Years of service obligation: 2

School or college: Australian Joint Service Staff School

Prerequisites: LTC, CA arrive 1 month before school start date. No foreign language required. Follow-on assignment in country required.

Years of service obligation: 2

School or college: Brazilian Command and Staff College

Prerequisites: Captain (CPT)/MAJ, training designee, advanced course, officers will attend the second year of this 2-year course; must be fluent in Portuguese.

Years of service obligation: 1

School or college: British Army School of Military Survey (See note 3)

Prerequisites: CPT, Engineer specialty, graduate of advanced course and Topographic Engineer Officer Course, no language required, secret clearance.

Years of service obligation: 1

School or college: Canadian Artillery Department, Combat Arms School

Prerequisites: CPT, ARTY, graduate of advanced course, SECRET clearance.

Years of service obligation: 2

School or college: Chilean Mountain School

Prerequisites: CPT, CA, preferably IN, AD, or AR, graduate of the advanced course, fluent in Spanish language, SECRET clearance.

Years of service obligation: 2

School or college: French Ecole Superieure de Guerre Interarmees—Combat Arms

Prerequisites: MAJ, LTC, CA, fluent in French, TOP SECRET clearance. Medical certificate and photograph required, arrive 2 weeks before class start date, USACGSC graduate or equivalent credit, fluent in French.

Years of service obligation: 2

School or college: German Führungskademie der Bundeswehr (General Staff Course) (See note 2)

Prerequisites: MAJ, CA, fluent in German language, TOP SECRET clearance.

Years of service obligation: 2

School or college: Greek Command and Staff College

Prerequisites: CPT/MAJ, in-country FAO designee, advanced course.

Table C-2
Schools that USACGSC-graduate-nominees desire to attend—Continued

Years of service obligation: 2

School or college: Indian Defense Services Staff College (See note 2)

Prerequisites: MAJ, branch immaterial, no foreign language required, TOP SECRET clearance, officer's family should be mature individuals, in good health, and able to adapt to foreign culture, climate, food, customs, and sometimes primitive living conditions.

Years of service obligation: 2

School or college: Indonesian Army Command and Staff College (See note 3)

Prerequisites: MAJ, branch immaterial, no foreign language required, TOP SECRET clearance, medical certificate required.

Years of service obligation: 2

School or college: Italian Scuola di Guerra (WAR College Superior Course) (See note 2)

Prerequisites: LTC, MAJ, CA/CS arms, fluent Italian language, TOP SECRET clearance.

Years of service obligation: 2

School or college: British College of Science

Prerequisites: MAJ, air defense (AD) or OR, BS in engineering, science, or math, officer is awarded a Master of Science Degree in guided missile engineering (will not be authorized to take part in any other fully funded civil schooling at the masters degree level), no foreign language required, SECRET clearance.

Years of service obligation: 2

School or college: British College of Science (Firepower)

Prerequisites: CPT/MAJ (MAJ preferable) or, university degree in science or technology, no foreign language required, SECRET clearance.

Years of service obligation: 2

School or college: Canadian Forces Staff College (formerly Land Forces Command and Staff College) (See note 2)

Prerequisites: MAJ, branch immaterial, no foreign language required, TOP SECRET clearance.

Years of service obligation: 2

School or college: Korean Command and Staff College

Prerequisites: CPT/MAJ, advanced course, FAO designee, fluent in Korean language.

Years of service obligation: 2

School or college: Mexican Command and Staff College

Prerequisites: CPT/MAJ, FAO designee, fluent in Spanish language.

Years of service obligation: 2

School or college: NATO Defense College (See note 3)

Prerequisites: COL or LTC(P), branch immaterial, language fluency and postschool assignment qualifications are established by Supreme Headquarters Allied Powers Europe; TOP SECRET clearance.

Years of service obligation: 2

School or college: Norwegian Army Staff College

Prerequisites: MAJ, CA/CS, fluent in Norwegian, TOP SECRET clearance.

Years of service obligation: 2

School or college: Pakistan Command and Staff College

Prerequisites: MAJ, Military Intelligence or CA, no foreign language requirement, TOP SECRET clearance.

Years of service obligation: 2

School or college: Peruvian Command and Staff College

Prerequisites: MAJ, CA, language qualified, TOP SECRET clearance USACGSC graduate.

Years of service obligation: 2

School or college: Philippines Command and Staff College

Prerequisites: MAJ, branch immaterial, no language requirement, TOP SECRET clearance.

Years of service obligation: 2

School or college: Spanish Escuela Superior del Ejercito (Superior Course)

Prerequisites: COL/LTC(P) specialty is specified by Military Assistance Advisory Group, must be fluent in Spanish language, TOP SECRET clearance.

Years of service obligation: 2

School or college: Turkish Command and Staff College

Prerequisites: CPT/MAJ, FAO designee, advanced course, TOP SECRET clearance, fluent in language.

Table C-2
Schools that USACGSC-graduate-nominees desire to attend—Continued

Years of service obligation: 2

School or college: Uruguayan Military Institute of Superior Studies (General Staff College) (See note 3)

Prerequisites: MAJ, CA, must be fluent in Spanish language, TOP SECRET clearance.

Years of service obligation: 2

School or college: Venezuelan Army Superior School (General Staff Course)

Prerequisites: MAJ, A/AD/IN/Engineer/OR/Quartermaster/Signal Corps/Transportation Corps, must be fluent in Spanish language, SECRET clearance.

Years of service obligation: 2

Notes:

¹ Equated with U.S. Senior Service Colleges.

² Equated with U.S. AFSC/USACGSC.

³ Nonequated.

Appendix D

Noncommissioned Officer Academy Regions (Combat Arms Only)

D-1.

Twenty NCOA regions are established worldwide. Alaska, Hawaii, Panama, Europe, and Korea are considered as separate regions, with the remaining 15 regions designed to accommodate soldiers in CONUS.

D-2.

NCOA regions are identified in table D-1. Each NCOA will provide NCOES training for soldiers in its assigned geographic region to include administrative and logistical support.

D-3.

If certain NCOES training is not available within a region, that region's student population will receive training at the nearest NCOA that offers the training.

D-4.

Addresses of regional NCOA quota managers are listed in table D-2.

D-5.

CONUS MACOMs will send personnel to the NCOA serving the region nearest a soldier's duty station. TRADOC and FORSCOM will coordinate and share responsibility for determining where BNCOC/CA tracks will be taught and which NCOA students will attend for BNCOC/CA instruction. (See table D-3.)

Table D-1
Noncommissioned Officer Academy regions

Region: 1

Location: Fort Knox, KY

States/countries to be trained: Connecticut¹, New York¹, Indiana, Massachusetts¹, Vermont¹, New Hampshire¹, U.S. Army Military District of Washington, New Jersey¹, Maryland, Pennsylvania, Rhode Island¹, Michigan, West Virginia, Delaware¹, Ohio, Kentucky (less Fort Campbell), Maine¹, and Virginia.

Region: 2

Location: Fort Bragg, NC

States/countries to be trained: North Carolina

Region: 3

Location: Fort Benning, GA

States/countries to be trained: Alabama, South Carolina, Georgia (less Fort Stewart, GA)

Region: 4

Location: Fort Stewart, GA

Table D–1**Noncommissioned Officer Academy regions—Continued**

States/countries to be trained: Fort Stewart (installation population), Florida, Puerto Rico

Region: 5**Location:** Fort Campbell, KY**States/countries to be trained:** Fort Campbell (installation population), Illinois, Iowa, Minnesota, Tennessee, and Wisconsin

Region: 6**Location:** Fort Polk, LA**States/countries to be trained:** Louisiana and Mississippi

Region: 7**Location:** Fort Riley, KS**States/countries to be trained:** Kansas, Missouri², Nebraska, North Dakota, and South Dakota

Region: 8**Location:** Fort Sill, OK**States/countries to be trained:** Oklahoma and Arkansas

Region: 9**Location:** Fort Hood, TX**States/countries to be trained:** Texas (less Fort Bliss, TX)

Region: 10**Location:** Fort Carson, CO**States/countries to be trained:** Colorado, Montana, Utah, and Wyoming

Region: 11**Location:** Fort Bliss, TX**States/countries to be trained:** Ft Bliss (installation population), Arizona, and New Mexico

Region: 12**Location:** Fort Ord, CA**States/countries to be trained:** California and Nevada

Region: 13**Location:** Fort Lewis, WA**States/countries to be trained:** Washington, Oregon, and Idaho

Region: 14**Location:** Fort Richardson, AK**States/countries to be trained:** Alaska

Region: 15**Location:** Schofield Barracks, HI**States/countries to be trained:** Hawaii, Johnston Island, Guam, and Samoa

Region: 16**Location:** Panama**States/countries to be trained:** Panama

Region: 17**Location:** EUSA**States/countries to be trained:** Korea, Japan, Okinawa

Region: 18**Location:** USAREUR**States/countries to be trained:** Europe, Middle East (Greece, Turkey), Berlin

Region: 19**Location:** Fort Dix (PLDC only)**States/countries to be trained:** Connecticut, Vermont, New Jersey, Maine, Rhode Island, New York, Massachusetts, New Hampshire, Delaware, Pennsylvania, and Maryland.

Region: 20**Location:** Fort Leonard Wood, MO

Table D-1
Noncommissioned Officer Academy regions—Continued

States/countries to be trained: Fort Leonard Wood (installation population) and St Louis, MO.

Notes:

¹ PLDC training is provided at Region 19 (less PLDC at Fort Leonard Wood and St Louis, MO.).

² Less PLDC at Fort Leonard Wood.

Table D-2
Addresses of Regional Quota Managers

Region: 1

Address:

Commander
USAARMC & Fort Knox
ATTN: ATZK-DPTM-TS
Fort Knox, KY 40121-5000

Region: 2

Address:

Commander
XVIII Abn Corps & Fort Bragg
ATTN: AFZA-DPT-TS
Fort Bragg, NC 29307-5000

Region: 3

Address:

Commander
USAIC & Fort Benning
ATTN: ATZB-DPT-T
Fort Benning, GA 31905-5273

Region: 4

Address:

Command
24th Inf Div & Fort Stewart
ATTN: AFZP-PTT-S
Fort Stewart, GA 31314-5000

Region: 5

Address:

Commandant
U.S. Army 101st Abn Div NCO Academy
ATTN: AFZB-DPT-NC
Fort Campbell, KY 42223-5000

Region: 6

Address:

Commander
5th Inf Div & Fort Polk
ATTN: AFZX-PTM-TI
Fort Polk, LA 71459

Region: 7

Address:

Commander
1st Inf Div & Fort Riley
ATTN: AFZN-DPT-T
Fort Riley, KS 66442

Table D-2
Addresses of Regional Quota Managers—Continued

Region: 8

Address:

Commander
USAFAC & Fort Sill
ATTN: ATZR-TTI
Fort Sill, OK 73503

Region: 9

Address:

Commandant
U.S. Army III Corps NCO Academy
ATTN: AFZF-NCOA
Fort Hood, TX 76544-5064

Region: 10

Address:

Commandant
U.S. Army 4th Inf Div
ATTN: ATNCE
Fort Carson, CO 80913

Region: 11

Address:

Commandant
U.S. Army NCO Academy
ATTN: ATZC-DPT-S
Fort Bliss, TX 79916

Region: 12

Address:

Commandant
U.S. Army 7th Inf Div NCO Academy
ATTN: AFZW-DC-NCOA
Fort Ord, CA 93941

Region: 13

Address:

Commandant
U.S. Army I Corps NCO Academy
ATTN: AFZH-NCOA
Fort Lewis, WA 98433

Region: 14

Address:

Commander
6th Inf Div & Fort Richardson
ATTN: AFVR-PTM-T
Fort Richardson, AK 99505

Region: 15

Address:

Commander
USARPAC
ATTN: APOP-TRI
Fort Shafter, HI 96858-5100

Region: 16

Table D-2
Addresses of Regional Quota Managers—Continued

Address:

Commander
USAG (PAN)
ATTN: SOBA-PT-TI
Fort Clayton, Panama, APO MI 34004-5000

Region: 17

Address:

Commander
EUSA
ATTN: EACJ-TDD
Seoul, Korea

Region: 18

Address:

Commander
7A CATC
ATTN: AETTV-DPT-TD
Vielseck, Germany, APO NY 09112

Region: 19

Address:

Commandant
U.S. Army NCOA/DSS
ATTN: ATNCF
Fort Dix, NJ 08640

Region: 20

Address:

Commander
USATCE & Fort Leonard Wood
ATTN: ATZT-FTM-TZ
Fort Leonard Wood, MO 65473

Table D–3
NCOA BNCOC Training Matrix

Region	NCOA	11B	11C	11H	11M*	12B	12F	13B	13E	13F	16D	16E	16J	16P	16R	16S	16T**	19D	19E	19K
1	Ft Knox	1	5	5	9	5	20	8	8	8	11	11	11	11	5	11	11	1	1	1
2	Ft Bragg	2	2	2	9	2	20	2	2	2	11	11	11	11	2	2	11	2	4	1
3	Ft Benning	2	2	2	9	2	20	2	2	2	11	11	11	11	2	2	11	2	4	1
3	Ft Benning	3	3	3	9	4	20	4	2	2	11	11	11	11	5	11	11	1	1	1
4	Ft Stewart	4	4	4	9	4	20	4	8	8	11	11	11	11	2	2	11	4	4	4
5	Ft Campbell	5	5	5	9	5	20	5	5	5	11	11	11	11	5	5	11	1	1	1
6	Ft Polk	6	6	6	9	6	20	8	8	8	11	11	11	11	11	11	11	1	6	1
7	Ft Riley	7	7	7	9	20	20	7	10	10	11	11	11	11	11	11	11	7	7	1
8	Ft Sill	7	7	7	9	20	20	8	8	8	11	11	11	11	10	10	11	9	10	1
9	Ft Hood	6	9	6	9	9	20	9	8	9	11	11	11	11	11	11	11	9	10	9
10	Ft Carson	10	10	10	9	20	20	10	10	10	11	11	11	11	10	10	11	10	10	1
11	Ft Bliss	7	7	7	9	9	20	8	8	8	11	11	11	11	11	11	11	10	10	9
12	Ft Ord	12	12	12	9	12	20	12	10	13	11	11	11	11	11	11	11	10	10	1
13	Ft Lewis	13	13	13	9	12	20	13	10	13	11	11	11	11	13	13	11	10	10	1
14	Alaska	14	14	13	9	14	20	14	10	13	11	11	11	11	13	13	11	9	10	1
15	Hawaii	15	15	15	9	15	20	15	8	8	11	11	11	11	13	13	11	10	10	1
16	Panama	16	16	2	9	6	20	2	8	8	11	11	11	11	11	11	11	10	10	1
17	Korea	(NO BNCOC)																		
18	Europe	18	18	18	18	18	18	18	11	11	11	18	18	18	18	18	18	18	18	18
19	Ft Dix	1	5	5	9	5	20	8	8	8	11	11	11	11	2	2	11	1	1	1
20	Ft L. Wood	7	7	7	9	20	20	7	10	10	11	11	11	11	11	11	11	7	7	1

Notes:

* Additional tracks may be initiated at other NCOAs as equipment is fielded.

** Track to be implemented during calendar year 87.

How to read a chart:

^a. Region numbers appear down the side of the chart; to the right of each number is the specific installation where the NCOA is located. To the right of the installation is the region responsible for training the given MOS (listed at the top).

^b. Example — At Fort Knox (1) soldiers needing 16P training (per the chart) would go to Fort Bliss (11) for training.

Table 3–1
Constructive or equivalent credit for commissioned officers

School course	Type credit	Eligibility	Application submitted by	Forward to	Annotation on OMF/ORB	Special instructions
Advance Course	Constructive	Officers complete more than 8 years AFCS	Indiv off or career mgt div	Cdr MILPERCEN ATTN: Approp career mgt div	MEL 6	Must qualify by length of service, field experience, or demonstrated ability.
	Equivalent	All officers	Cmdt of school	Cdr MILPERCEN ATTN: Approp career mgt div	MEL 6	Instructor duty is not sufficient reason. Must complete all requirements expected of a resident course graduate. Cmdt may waive requirements for subject matter area in which officer instructs. Must first be granted equivalent knowledge by school Cmdt.
Command and Staff College	Constructive	Off in Gr 04 or 05 compl off adv crs and more than 15 years AFC	Indiv off or career mgt div	Cdr MILPERCEN ATTN: Approp career mgt div	MEL 4	None
	Equivalent	Off compl adv crs and is in Gr 04 or 05	Cmdt of college	Cdr MILPERCEN ATTN: Approp career mgt div	MEL 4	Officer completing equated foreign military schools normally will be granted credit. Instructor duty is not sufficient reason. Must complete all requirements expected of a resident course graduate. Cdt may waive requirements for subject matter area in which officer instructs. Must first be granted equivalent knowledge by school Cmdt.
Senior Service College	Constructive	Off in Gr 05 or 06 compl CSC, more than 23 yrs AFCS	Indiv off or career mgt div	Cdr MILPERCEN ATTN: Approp career mgt div	MEL 1	None
	Equivalent	Off in Gr 05 or 06 and compl CSC	Cmdt of college	Cdr MILPERCEN ATTN: Approp career mgt div	MEL 1	None

Notes:

* Table 3–1 does not apply to NG, USAR, Chaplains, JAG, and Medical officers.

Table 3–2
Constructive credit for chaplains

School course	Type credit	Eligibility	Application submitted by	Forward to	Annotation on OMF/ORB	Special instructions
Advance Course	Constructive	Chaplain must have completed more than 8 years AFCS	Individual chaplain or career mgt div	Cdr MILPERCEN	MEL 6	Must qualify by length of service, field experience, or demonstrated ability.
Command and General Staff College	Constructive	Chaplain in Grade 04 or 05 and completed advanced course and more than 15 years AFCS.	Individual chaplain or career mgt div	Cdr MILPERCEN	MEL 4	Must qualify by length of service, field experience, or demonstrated ability.

Table 3–2
Constructive credit for chaplains—Continued

School course	Type credit	Eligibility	Application submitted by	Forward to	Annotation on OMF/ORB	Special instructions
Senior Service College	Constructive	Chaplain in Grade 05 or 06 and completed CGSC and more than 23 years AFCS.	Individual chaplain or career div	Cdr MILPERCEN	MEL 1	Must qualify by length of service, field experience, or demonstrated ability.

Table 3–3
Constructive credit for AMEDD Officers

School course	Type credit	Eligibility	Application submitted by	Forward to	Annotation on OMF/ORB	Special instructions
Officer basic course	Constructive	Prior attendance at non-AMEDD OBC or at least 1 year of AMEDD AFCS in a capacity other than First Year Graduate Medical Education.	Indiv off or MC career activities	Cdr MILPERCEN	MEL 7	Officer must demonstrate distinguished duty or service that includes the common subject matter of the OBC. Must state in letter of application specific reasons why applicant did not complete the resident or non-resident course.
Advance course	Constructive	Prior attendance at a non-AMEDD OAC or credit for completion of the OBC and at least 6 years of AMEDD AFCS at least 3 of which were in a capacity other than an educational program.	Indiv off	Cdr MILPERCEN	MEL 6	Officer must demonstrate distinguished duty or service that includes the common subject matter of the OBC. Must state in letter of application specific reasons why applicant did not complete the resident or non-resident course.
CGSC	Constructive	Credit for completion of the OAC and must have at least 9 years AMEDD AFCS including at least 5 years in a capacity other than an educational program.	Indiv off	Cdr MILPERCEN	MEL 4	Must have an outstanding performance record indicating a diversity of assignments including at least one AMEDD Command or key staff assignment. Must clearly demonstrate general understanding of the common subject areas of the CGSC course.
	Constructive	Credit for completion of the OAC and must be beyond eligibility for selection for Resident attendance (15 yrs AFCS) and enrollment in non-resident course (18 yrs AFCS).	Indiv off	Cdr MILPERCEN	MEL 4	Additionally, must state in letter of application satisfactory justification why CGSC nonresident instruction was not completed during the eligibility period prior to consideration by the constructive credit board.

Table 3-4
Constructive or equivalent credit for JAGC Officers

School course	Type credit	Eligibility	Application submitted by	Forward to	Annotation on OMF/ORB	Special instructions
Graduate Course	Constructive	Officers complete more than 8 years AFCS	Indiv off or career mgt div	Cdr MILPERCEN	MEL 6	Must qualify by length of service, field experience, or demonstrated ability.
	Equivalent	All officers	Cmdt of school	Cdr MILPERCEN	MEL 6	Instructor duty is not sufficient reason. Must complete all requirements expected of a resident course graduate. Cmdt may waive requirements for subject matter area in which officer instructs. Must first be granted equivalent knowledge by school Cmdt.
Command & General Staff College	Constructive	Officer in Gr 04 or 05 compl off grad crs and more	Indiv off or career mgt div	Cdr MILPERCEN	MEL 4	None
	Equivalent		Cmdt of college	Cdr MILPERCEN	MEL 4	Instructor duty is not sufficient reason. Must complement all requirements expected of a resident course graduate. Cmdt may waive requirements for subject matter area in which officer instructs. Must first be granted equivalent knowledge by School Cmdt.
Senior Service	Constructive	Officer in Gr 05 or 06 compl CSC, more than 23 years AFCS	Indiv off or career mgt div	Cdr MILPERCEN	MEL 4	None
	Equivalent	Off in Gr 05 or 06 and compl CSC	Cmdt of college	Cdr MILPERCEN	MEL 1	None

Glossary

Section I

Abbreviations

AARTS

Army/American Council on Education Registry Transcript System

AC

Active Component

ACCP

Army Correspondence Course Program

ACE

American Council on Education

ACES

Army Continuing Education System

AD

air defense

ADT

active duty for training

AEC

Army education center

AER

Academic Evaluation Report

AERB

Army Educational Requirements Board

AFB

Air Force Base

AFCS

Active Federal Commissioned Service

AFSC

Armed Forces Staff College

AGR

Active Guard/Reserve

AHS

Academy of Health Sciences, U.S. Army

AIPD

Army Institute for Professional Development

AIT

advanced individual training

ALC

Army learning center

AMC

U.S. Army Materiel Command

AMEDD

Army Medical Department

AMOPS

Army Mobilization and Operations Planning System

AMSC

Army Management Staff College

AMSP

Advanced Military Studies Program

ANCOC

Advanced Noncommissioned Officers Course

APC

Army Preparatory Course

APFT

Army Physical Fitness Test

AR

armor

ARNG

Army National Guard

ARPERCEN

U.S. Army Reserve Personnel Center

ARPRINT

Army Program for Individual Training

ARTY

artillery

ASEP

Advanced Skills Education Program

ASI

additional skill identifier

ATC

Army Training Center

ATR

annual training requirement

ATRRS

Army Training Requirements and Resources System

BNCOC

Basic Noncommissioned Officers Course

BOBC

Branch Officer Basic Course

BT

basic training

CA

combat arms

CAC

Combined Arms Center

CALL

Center for Army Lessons Learned

CAR

Chief, Army Reserve

CAS³

Combined Arms and Services Staff School

CCH

Chief of Chaplains

CCP

Consolidated Cryptologic Program

CG

commanding general

CGSOC

Command and General Officers Staff Course

CIDC

U.S. Army Criminal Investigation Command

CINCUSAREUR

Commander in Chief, U.S. Army, Europe

CMF

career management field

CMT

common military training

CNGB

Chief, National Guard Bureau

COB

command operating budget

COE

Chief of Engineers

COL

colonel

comdt

commandant

CONUS

continental United States

CONUSA

the numbered Armies in the continental United States

CPT
captain

CS
combat support

CSC
command and staff college

CSM
command sergeant major

CSS
combat service support

CTC
Cryptologic Training Council

CTT
common task test

DA
Department of the Army

DCSI
Deputy Chief of Staff for Intelligence

DCSOPS
Deputy Chief of Staff for Operations and Plans

DCSPER
Deputy Chief of Staff for Personnel

DEMOI
Defense Equal Opportunity Management Institute

DIA
Defense Intelligence Agency

DINFOS
Defense Information School

DIRNSA
Director, National Security Agency

DLI/FLC
Defense Language Institute/Foreign Language Center

DMET
Defense Management Education and Training

DMOS
duty military occupational specialty

DOD
Department of Defense

DSMC
Defense Systems Management College

DSS

Drill Sergeant School

EMF

enlisted master file

EO

equal opportunity

EOCCT

end-of-course comprehensive test

EPMS

Enlisted Personnel Management System

ERRB

Education Requirements Review Board

ESL

English as a second language

ESO

education services officer

ETM

extension training material

ETP

Extension Training Program

ETS

enlisted training strategy

EUSA

Eighth U.S. Army

1SG

first sergeant

FORSCOM

Forces Command

FTTD

full-time training duty

FY

fiscal year

GDIP

General Defense Intelligence Training Advisory Committee

GITAC

General Intelligence Training Advisory Committee

GITC

General Intelligence Training Council

GO

general officer

GOMO

General Officer Management Office

HQ

headquarters

HQDA

Headquarters, Department of the Army

HSC

U.S. Army Health Services Command

IADT

initial active duty for training

ICAF

Industrial College of the Armed Forces

IET

initial entry training

IN

infantry

INSCOM

U.S. Army Intelligency and Security Command

IPD

Institute for Professional Development

IRR

Individual Ready Reserve

ITEP

Individual Training Evaluation Program

ITP

Individual training plan

ITPP

individual training plan proposal

ITRO

Interservice Training Review Organization

JAGC

Judge Advocate General's Corps

JOBREC

job recognition

JROTC

Junior ROTC

LOGCEN

U.S. Army Logistics Center

LOI

letter of instruction

LTC

lieutenant colonel

MACOM

major Army command

MAJ

major

MC

Medical Corps

MEL

Military Education Level

MILPERCEN

U.S. Army Military Personnel Center

MOS

military occupational specialty

MOSIT

MOS improvement training

MPRJ

Military Personnel Records Jacket, U.S. Army

MQS

Military Qualification Standards

MTP

Master Training Plan

MWOC

Master Warrant Officer Course

MWOT

Master Warrant Officer Training

NATO

North Atlantic Treaty Organization

NCO

noncommissioned officer

NCOA

Noncommissioned Officer Academy

NCODP

Noncommissioned Officer Development Program

NCOES

Noncommissioned Officer Education System

NCOLP

Noncommissioned Logistics Program

NCOPD

Noncommissioned officer professional Development

NDCC

National Defense Cadet Corps

NDU

National Defense University

NET

new equipment training

NG

National Guard

NGB

National Guard Bureau

NGR

National Guard regulation

NSA

National Security Agency

NSOOC

NATO Staff Officers Orientation Course

NTC

National Training Center

NWC

National War College

OAC

Officer Advanced Course

OACSI

Office of the Assistant Chief of Staff for Intelligence

OBC

Officer Basic Course

OCC

Officer Candidate Course

OCONUS

outside continental United States

OCS

Officer Candidate School

ODCSOPS

Office of the Deputy Chief of Staff for Operations

ODCSPER

Office of the Deputy Chief of Staff for Personnel

OJT

On-the-job-training

OML

Order of Merit List

OMPF

official military personnel file

OPFOR

opposing forces

OPMS

Officer Personnel Management System

OR

ordnance

OSD

Office of the Secretary of Defense

OSUT

one-station unit training

OTRA

other than Regular Army

PARR

Program Analysis Resource Review

PCC

Pre-command Course

PCS

permanent change of station

PLDC

Primary Leadership Development Course,

PMOS

primary military occupation specialty

POC

point of contact

POI

program of instruction

POM

Program Objective Memorandum

PPBES

planning, programming, budgeting, and execution system

PSC

personnel service center

PST

prior Service training

RA

Regular Army

RC

Reserve Component

RC³

Reserve Components configured courseware

RDTE

research, development, test, and evaluation

ROTC

Reserve Officers Training

SAMS

School of Advanced Military Studies

SAT

systems approach to training

SATFA

Security Assistance Training Field Activity

SGI

small group instruction

SGM

sergeant major

SIGINT

signals intelligence

SL

skill level

SM

soldiers manual

SMCT

soldiers manual of common tasks

SME

subject matter expert

SOJT

supervised on-the-job training

SQI

special qualifications identifier

SQT

skill qualification test

SROTC

Senior Reserve Officers Training Corps

SS

self-study

SSC

Soldier Support Center

SSC-NCR

Soldier Support Center—National Capitol Region

SSI

specialty skill identifier

SSN

social security number

STAC

SIGINT Training Advisory Committee

STRAMS-E2

student/trainee management system--enlisted phase II

STP

soldier training publications

SWOT

senior warrant officer training

TABE

Test of Adult Basic Education

TAG

The Adjutant General

TDD

Training Director, DIA

TDY

temporary duty

TEC

Technical Extension Course

TG

trainer's guide

TIARA

tactical intelligence and related activities

TIS

time in service

TJAG

The Judge Advocate General

TJAGSA

The Judge Advocate General's School, U.S. Army

TOE

table of organization and equipment

TPU

troop program unit

TRADOC

U.S. Army Training and Doctrine Command

TRTJ

Training Records Transmittal Jacket

TSC

training support center

TSG

The Surgeon General

TSP

training support package

UCMJ

Uniform Code of Military Justice

USACGSC

U.S. Army Command and General Staff College

USACIDC

U.S. Army Criminal Investigation Command

USACIFTC

U.S. Army Criminal Investigation Forensic Training Center

USACILC

U.S. Army Criminal Investigation Laboratory Center

USAF

U.S. Air Force

USAG

U.S. Army Garrison

USAHPSA

U.S. Army Health Professional Support Agency

USAISC

U.S. Army Information Systems Command

USAR

U.S. Army Reserve

USAREC

U.S. Army Recruiting Command

USAREUR

U.S. Army, Europe

USARF

U.S. Army Reserve Forces

USARPAC

U.S. Army Pacific Command

USARSO

U.S. Army South

USASMA

U.S. Army Sergeants Major Academy

USASMC

U.S. Army Sergeants Major Course

USAROTCCC

U.S. Army ROTC Cadet Command

USATC

U.S. Army Training Center

USAWC

U.S. Army War College

USMA

United States Military Academy

USMAPS

United States Military Academy Preparatory School

USN

U.S. Navy

WO

warrant officer

WOC

warrant officer candidate

WOEC

Warrant Officer Entry Course

WOTS

Warrant Officer Training System

**Section II
Terms****Additional qualification training**

Courses that award an SQI or ASI.

Additional skill identifier

Code added to the specialty or MOS to designate greater specialization.

Advanced individual training

Skill training given enlisted personnel after completion of basic training to qualify them for the award of an MOS and to perform the basics of their job on initial assignment to a unit.

Army college

Army school that conducts officer professional development education courses.

Army Continuing Education System

Integrated system of voluntary and self-developmental educational opportunities.

Army correspondence course

Formal course of instruction prepared by service schools and centrally administered by AIPD.

Army Correspondence Course Program

Overall program established by AR 351-1 governing Army correspondence courses. (See Army Institute for Professional Development.) AMEDD and JAG correspondence course extension programs are separate programs not under AIPD.

Army Institute for Professional Development

Organization responsible for overseeing, managing, and administering the ACCP.

Army Learning Center

Facility providing education and training support services.

Army school

Educational institution authorized by HQDA to conduct formal courses for individuals, collective training where required (such as crew training), and training of ARNG or USAR units.

Branch Manual

MOS manual developed by proponent for officers being trained at the lieutenant or captain level.

Basic training

Training in basic military subjects and fundamentals of basic combat given to enlisted Active and Reserve personnel without prior military service.

Career management field

Manageable grouping of related MOSs that guide soldiers' careers from SL1 through SL5.

Collective training

Training either in institutions or units that prepares a group of persons (crews, teams, squads, and platoons) to accomplish tasks required of the group as an entity.

Common job

Duty position which occurs in more than one MOS (for example, radio-telephone operator).

Common military education and training

Training directed by HQDA that amplifies broad mission training or provides a specific skill or knowledge for individuals, teams, or units.

Common task

Task performed by every soldier in a specific skill level.

Common task test

The CTT is a formal hands-on test, administered annually by the unit to measure a soldier's proficiency in combat and survival skills. The CTT is designed to be a hands-on test; however, an alternate written test is provided to evaluate soldiers when there is a lack of available equipment or personnel needed to administer the hands-on test.

Course

Complete series of instruction units identified by a common title or number.

Critical task

A task that is essential for accomplishment of the unit mission, successful skill performance, and/or survival in combat, and which requires training.

Decay rate

Rate of forgetting (knowledge and skill loss).

Defense activity for nontraditional Education support

Program that offers, by correspondence study, a wide variety of graduate, under-graduate, and vocational courses from leading educational institutions.

Defense school or course

School or course used by two or more services or agencies administered by a Service or agency designated as the executive agency. Curriculum developed under policy guidance and approval authority of OSD.

Entry level training

Training given to personnel on initial entry into the Army providing an orderly transition from civilian to military life. Includes—

- a. For enlisted soldiers, traditional BT, AIT, OSUT, and other individual training needed to prepare them for initial duty assignments.
- b. For WOs, the Warrant Officer Entry Course plus functional courses that prepare them for their first duty assignment or prepare individuals for effective integration into the Army;
- c. For commissioned officers, the officer basic course which prepares them for their first duty assignment.

Entry Skills

Specific measurable behaviors that have been determined through the process of analysis of learning requirements to be basic to subsequent knowledge or skill in the course; knowledge and skills necessary to begin subsequent instruction.

Equivalent credit

Granting of equivalence of completion to certain military personnel for all or parts of school courses by the CG, MILPERCEN; for AMEDD officers by the CG,, USAMEDDPERSA. For the TJAGSA, the commandant retains approval authority.

Equivalent school credit

Granting of credit equivalent to a stated military educational level by the commandant of a school or college or by HQDA to persons who have successfully completed a resident course of instruction at an equivalent school of the Army, Navy, Air Force, Marine Corps, a service school, or a foreign military school.

Extension course

Course developed by a service school as part of the ITP but conducted in locations other than TRADOC service schools or Army training centers. (See ACCP and TEC.)

Extension training material

Training materials used to train for the tasks that cannot be successfully accomplished using only the technical manual as a job aid. This includes training extension courses, ACCP, graphic training aids, training devices, and resident training materials exported to units.

Flight training

Training that supports the Army's Aviation Pilot Training Program. Normally categorized as undergraduate helicopter pilot training and other flight training (advanced, graduate, and familiarization).

Functional course

Training course designed to train soldiers in specific critical skills needed to perform in selected areas within an MOS or SSI; may be either extension or service school training.

General skill training

Individual training that provides commissioned officers, WOs, and enlisted personnel with skills and knowledge needed to perform specified duties and tasks related to a specialty or duty position.

Individual and Collective Training Plan

Plan developed to reflect how training on new and improved equipment will be incorporated into CONUS schools, training centers, and units worldwide. It details all training support required for weapon and equipment systems, and describes individual and collective training required for each MOS and table of organization and equipment associated with a weapon system or equipment system.

Individual Training Plan

Collection of documents that guide development, implementation, and evaluation of the life-cycle training program for an enlisted or WO MOS, commissioned officer branch, or functional training requirement. Key elements are the ITPP and POI for the resident courses involved.

Individual Training Plan Proposal

Document that initiates an ITP by identifying a new or revised training requirement outlining the proponent's training strategy, establishing a schedule for development and implementation, and identifying required resources. The ITPP is kept current as the training program is developed and implemented.

Initial skill training

Formal training normally given immediately after BT for enlisted personnel and upon commissioning for officer personnel; provides skills and knowledge needed for the first duty assignment. This includes enlisted AIT, OSUT, officer basic course, and certain WO training.

Institutional training

Training, either individual or collective, that takes place in schools (Army service schools, USAR schools, and NCOAs) or Army training centers.

Inter-Service school or course

School or course used by two or more Services or agencies administered by a coordinating Service or agency, presenting a curriculum developed in coordination with the participating (using) Services.

Individual Training Evaluation Program

This program formalizes the role of individual evaluation in units and organizations throughout the Army. Three primary methods used for this evaluation are: the Common Task Test, Commander's Evaluation, and the Skill Qualification Test. ITEP provides feedback that is a critical part of the training process and is essential to effective training management.

Job book

Informal soldier training record book that lists all SL1 and SL2 tasks for an MOS.

Job performance aid

Package integrating various training products necessary to train to a level of competency in a particular job or duty position.

Components are a Training Management

Instruction Packet, training products appropriate to tasks of the duty positions, and materials and equipment needed to train in the tasks.

Joint school or course

School or course used by two or more Services that has a joint faculty.

Military education

Systematic instruction of individuals in subjects that will enhance their knowledge of the science and the art of war; designed to prepare soldiers for military careers.

Military qualification standards system

A system of training designed to enhance the officer's career both militarily and educationally. It begins with precommissioning training and extends through the officer's 10th year of active service. The MQS system of training defines required tasks for officers and explains how to perform them according to prescribed standards.

Military qualification standards manual

A training manual documenting the common or branch specific tasks to be mastered at specific levels of training (precommissioning, OBC, OAC). The individual task summaries specify the condition standards and performance measures to which the task is to be trained.

Military training

Instruction of personnel to enhance their ability to perform specific military functions and tasks.

Mobilization course

Course that contains minimum fundamental instruction required for effective performance in wartime in a particular skill, specialty, or area of professional responsibility; replaces peacetime resident courses during periods of mobilization.

Orientation course

Course that introduces the student to a particular technique or area of knowledge.

Professional development education

Instruction that prepares commissioned officers, WOs, and enlisted personnel for assignment of progressively greater

responsibility; includes the USASMA, civilian education degree programs, the USACGSC, the AWC, and equivalent colleges.

Proponent school

Army school assigned responsibility to develop and review instructional material primary to its doctrinal, combat, or logistical training responsibility and presented at one or more Army schools or training centers.

Recycle

Cycling of an individual within a course of instruction that will result in increased training time beyond the normal course length.

Retraining

Training intended to qualify an individual in a new MOS. Upon satisfactory completion of the training the new MOS will be awarded to the soldier and designated as the PMOS.

Schooling

Formal instruction of individuals at military or civilian educational institutions.

School year

Fifty weeks based on a fiscal calendar year (1 October to 30 September).

Service school course

That part of an ITP at a specific skill level that is conducted in an Army service school or Army training center.

Service school training

Institutional training, either individual or collective, conducted in Army schools or Army training centers using instructional system development materials.

Skill progression course

Course designed to train military personnel in skills related to a specific MOS, ASI, or SQI prefix or suffix. This is training that provides commissioned officers, WOs, and enlisted personnel with knowledge and skills needed to perform at higher skill levels or in supervisory positions. Included are officer advanced courses, senior warrant officer courses, and primary, basic, advanced, and senior level NCOES courses.

Soldiers manual

A component of an MOS-specific soldier training publication that contains task summaries for the critical tasks for that MOS. These task summaries identify for the trainers and soldiers the conditions under which the task is performed, the standards that must be met, and the performance measures for evaluating task performance.

Soldiers training publication

A print medium that supports the ITEP for enlisted soldiers and the MQS system for officers. Enlisted STP components include the SMCT, SMs, TGs and job books. MQS system STPs include the MQS I manual, the MQS II manual of common tasks, branch-specific MQS manuals, and the commanders/supervisors guides.

Special qualification identifier

Digit added to an MOS code to identify special qualifications needed for performance of a specific type military activity over and above individual MOS requirements.

Specialized skill training

Individual training that provides commissioned officer, WO, and enlisted personnel skills and knowledge needed to perform specific jobs; component parts include initial skill progression and functional training.

Specialty

Professional military career field for training, utilization, and development of commissioned officers.

Specialty school

Army school that conducts formal resident and non-resident professional education, skill progression, functional courses, or courses not part of a structured and sequential education system. These courses are designed to provide professional and technical skills needed by individuals for duty in one of the officer, WO, or enlisted MOSs.

Subcourse (in ACCP)

Basic unit of instruction that teaches a single task or group of related tasks, designed to be administered and managed within the parameters of the ACCP.

Supervised on-the-job training

Structured training accomplished while a person is working in a particular skill level and MOS; closely monitored by the soldier's supervisor because of equipment, safety, or skill requirements.

Trainer's guide

A component of an MOS-specific STP that gives commanders and trainers the information needed to plan individual training in units for soldiers in the MOS.

Training extension course

Validated, interactive, performance-oriented, exportable training, materials developed and fielded under the sole direction of the U.S. Army Training Support Center. This course is designed to assist the field commander in developing and maintaining individual skills of soldiers.

Training support package

A composite of a lesson plan and associated student handout materials used by the instructor to support resident training.

USARF school

Table of distribution and allowance unit specifically organized for the purpose of presenting Army service school courses and selected MOS training.

Section III**Special Abbreviations and Terms**

This section contains no entries.

RESERVED

M	TAB	TAB	TAB	TAB
INDIVIDUAL BASIC TRAINING (BT), ADVANCED INDIVIDUAL TRAINING (AIT), ONE STATION UNIT TRAINING (OSUT) For use of this form, see AR 351-1; the proponent agency is DCSOPS				1. TYPE OF TRAINING
2. NAME (Last, First, MI)		3. SSN	4. ORGANIZATION	5. INSTALLATION

6. RECYCLE	UNIT <i>(a)</i>	DATE <i>(b)</i>	TRAINING WEEK <i>(c)</i>	REASON <i>(d)</i>
FIRST RECYCLE				
SECOND RECYCLE				

7. POR, PROFICIENCY TESTS, AND WEAPONS QUALIFICATION		
SUBJECT	DATE COMPLETED	SCORE
a. M16A1 RIFLE QUALIFICATION		
b. HAND GRENADE QUALIFICATION		
c. ARMY PHYSICAL READINESS TEST		
d. CODE OF CONDUCT		
e. LAW OF LAND WARFARE/SAEDA		
f. EQUAL OPPORTUNITY		
g. ALCOHOL AND DRUG ABUSE PREVENTION		
h. MILITARY JUSTICE		
i. END-OF-COURSE TEST		
j. CIVIL DISTURBANCE TRAINING (NG)		

8. BASIC SKILLS EDUCATION PROGRAM (BSEP)/ ENGLISH AS A SECOND LANGUAGE (ESL)					
SELECTABLE SCORES:	READING	VOCABULARY	SPELLING	NUMERICAL OPS	MATH PROB SOLVING
	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
ATTENDED BSEP:	YES	<input style="width: 40%;" type="text"/>	ATTENDED ESL:	YES	<input style="width: 40%;" type="text"/>
ENGLISH COMPREHENSIVE LEVEL TEST (ECLT) SCORE		<input style="width: 40%;" type="text"/>	POST ECLT TEST		<input style="width: 40%;" type="text"/>

9. COMMENTS (Use reverse of this form if more space is needed)

ASI: _____

10. INDIVIDUAL HAS SATISFACTORILY COMPLETED TRAINING PROGRAM <i>(Except as noted on this form)</i>	INSTRUCTIONS ITEMS 1-7, 9 and 10-Self explanatory. ITEM 8-Enter information on test scores, BSEP/ESL attendance, if applicable. ITEM 11-List all tasks tested.
SIGNATURE OF TRAINING OFFICER OR COMMANDER	

11. TESTED TASKS

POI: _____

TG/SM: _____

M	TAB	TAB	TAB	TAB
INDIVIDUAL TRAINING RECORD (CONTINUATION SHEET) BASIC TRAINING (BT), ADVANCED INDIVIDUAL TRAINING (AIT), ONE STATION UNIT TRAINING (OSUT) For use of this form, see AR 351-1; the proponent agency is DCSOPS.				1. TYPE OF TRAINING
2. NAME (Last, First, MI)		3. SSN	4. ORGANIZATION	5. INSTALLATION

ITEM NO.	INFORMATION

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